



# LAKE COUNTY/CITY AREA PLANNING COUNCIL

Lisa Davey-Bates, Executive Director  
www.lakeapc.org

367 North State Street, Ukiah, CA 95482  
Administration: Suite 204 ~ 707-234-3314  
Planning: Suite 206 ~ 707-263-7799

## LAKE COUNTY/CITY AREA PLANNING COUNCIL (APC) AGENDA

**DATE:** Wednesday, April 8, 2020

**TIME:** 9:00

**PLACE:** Audioconference

In accordance with the modified Brown Act Requirements established by Governor Newsom's Executive Order N-29-20, and to facilitate Social Distancing due to COVID-19, Lake Area Planning Council's Board meeting will be by audioconference only. Public comments will be available during Wednesday's meeting on any agenda item. Please send comments to our Board Secretary, Charlene Parker, at [cparker@dbcteam.net](mailto:cparker@dbcteam.net) and note the agenda item number being addressed. Oral comments will also be accepted by telephone during the meeting when public comment is invited by the Chair.

**Dial-in number: (877) 216-1555 / Access code: 249893**

***\*Instructions for conference call options are available at bottom of agenda.***

- 
1. Call to Order/Roll Call
  2. Adjourn to Policy Advisory Committee

### **PUBLIC EXPRESSION**

3. Public input on any item under the jurisdiction of this agency, but which is not otherwise on the above agenda

### **CONSENT CALENDAR**

4. Approval of February 12, 2020 Minutes
5. Approval of Resolution #19-20-12 – Authorizing the Executive Director of the Lake County/City Area Planning Council to Prepare and Execute Agreements

### **REGULAR CALENDAR**

6. Public Hearing: Unmet Transit Needs for Fiscal Year 2020/21 (*Sookne*)
  - i. First Notice
  - ii. Second Notice
  - iii. Adopted Definitions
  - iv. 2020-21 Potential Unmet Needs List
7. Presentation and Recommended Acceptance of the Lake County Transportation Voter Survey (*Everitt*)
8. Discussion and Recommend Approval of Project Requests for Highway Improvement Program (HIP) Funds (*Barrett*)
9. Report from the Executive Committee Meeting: (*Mattina/Simon/Perdock*)
  - a) Recommended Approval of Contract Extension between Lake APC and Davey-Bates Consulting for Administrative and Fiscal Services and Service Authority for Freeway

- Emergencies SAFE Services for the period of October 1, 2020 through September 30, 2021
- b) Recommended Approval of Contract Extension between Lake APC and Dow & Associates for Planning Services and Service Authority for Freeway Emergencies (SAFE) for the period of October 1, 2020 through September 30, 2021.

### **RATIFY ACTION**

10. Adjourn Policy Advisory Committee and Reconvene as Area Planning Council  
11. Consideration and Adoption of Recommendations of Policy Advisory Committee

### **REPORTS**

12. Reports & Information
- a. Lake APC Staff Summary of Meetings – Administration and Planning Services
  - b. Lake APC Planning Staff
    - i. Sustainable Communities Transportation Planning Grant Update (*Speka*)
      - a. Bus Passenger Facility Plan
      - b. Highway 20 Northshore Communities Traffic Calming Plan
      - c. Eleventh Street Corridor Plan
      - d. Vehicle Miles Traveled (VMT) Regional Baseline Study
    - ii. Strategic Partnerships Planning Grant Update (*Casey*)
      - a. SR 53 Corridor Local Circulation Plan
    - iii. Miscellaneous
  - c. Lake APC Administration Staff
    - i. Lake APC Operations During the Covid-19 Emergency
    - ii. Coronavirus Aid, Relief and Economic Security (CARES) Act (*Davey-Bates*)
    - iii. Next Meeting Date – **May 6, 2020 (Lakeport/Teleconference)**
    - iv. Miscellaneous
  - d. Lake APC Directors
  - e. Caltrans
    - i. SR 29 Project Update
    - ii. Lake County Project Status Update
    - iii. Miscellaneous
  - f. Rural Counties Task Force
    - i. Next Meeting Date – **May 15, 2020 (Teleconference)**
  - g. California Transportation Commission
    - i. Next Meeting Date – **May 13 – 14**
  - h. California Association of Councils of Governments (CalCOG)
    - i. Regional Leadership Forum – **April 5 – 7 (Cancelled)**
    - ii. CalCOG Board of Directors Meeting – **April 6 (Teleconference)**
  - i. Miscellaneous

### **INFORMATION PACKET**

13. a) 3/11/2020 (Draft) Executive Committee Minutes  
b) 3/19/2020 (Draft) Lake Technical Advisory Committee Minutes  
c) Transportation Acronyms/Definitions

### **ADJOURNMENT**

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#### PUBLIC EXPRESSION

Any member of the public may speak on any agenda item when recognized by the Chair for a time period, not to exceed 3 minutes per person and not more than 10 minutes per subject, prior to the Public Agency taking action on that agenda item.

#### AMERICANS WITH DISABILITIES ACT (ADA) REQUESTS

To request disability-related modifications or accommodations for accessible locations or meeting materials in alternative formats (as allowed under Section 12132 of the ADA) please contact the Lake Area Planning Council office at (707) 263-7799, at least 5 days' notice before the meeting.

#### ADDITIONS TO AGENDA

The Brown Act, Section 54954.2, states that the Board may take action on off-agenda items when:

- a) a majority vote determines that an "emergency situation" exists as defined in Section 54956.5, **or**
- b) a two-thirds vote of the body, or a unanimous vote of those present, determines that there is a need to take immediate action and the need for action arose after the agenda was legally posted, **or**
- c) the item was continued from a prior, legally posted meeting not more than five calendar days before this meeting.

#### CLOSED SESSION

If agendized, Lake County/City Area Planning Council may adjourn to a closed session to consider litigation or personnel matters (i.e. contractor agreements). Discussion of litigation or pending litigation may be held in closed session by authority of Govt. Code Section 54956.9; discussion of personnel matters by authority of Govt. Code Section 54957.

POSTED: April 3, 2020

#### Attachments:

*Agenda Item #4 – 2/11/19 Lake APC Draft Minutes*

*Agenda Item #5 – Resolution #19-20-12*

*Agenda Item #6 – Unmet Needs Staff Report, First & Second Notice, Adopted Definitions, Unmet Needs List*

*Agenda Item #7 – Polling Staff Report (Presentation attached in separate email)*

*Agenda Item #8 – HIP Funds*

*Agenda Item #9a – APC DBC Contract Extension*

*Agenda Item #9b – APC DOW Contract Extension & Exhibit A APC*

*Agenda Item #12a – Summary of Meetings*

*Agenda Item #12bi – Sustainable Communities Transportation Planning Grant Update*

*Agenda Item #12bii – Strategic Partnership Planning Grant Update*

*Agenda Item #12ci – Lake APC Operations during Covid-19*

*Agenda Item #12cii – CARES Funding Package 3-27-20*

*Agenda Item #13 – Information Packet*

*a – Executive Committee Minutes*

*b – Lake TAC Minutes Draft 3-19-20*

*c – Transportation Acronyms/ Definitions*

#### Instructions for Conference Call

Must select the \* key, then the number needed.

\*4 -To hear a list of available keypad commands

\*6- Mute/ Unmute- once to mute your individual line, \*6 again to unmute your line

To end call simply hang up.



# LAKE COUNTY/CITY AREA PLANNING COUNCIL

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## LAKE COUNTY/CITY AREA PLANNING COUNCIL (APC) (DRAFT) MEETING MINUTES

Wednesday, February 12, 2020

**Location:** Lake Transit Authority  
9240 Highway 53, Lower Lake, California

### Present

Bruno Sabatier, Supervisor, County of Lake  
Moke Simon, Supervisor, County of Lake  
Russ Cremer, City Council, City of Clearlake  
Russell Perdock, Council Member, City of Clearlake  
Kenneth Parlet, Council Member, City of Lakeport  
Chuck Leonard, Member at Large  
Rex Jackman, Caltrans District 1 (Policy Advisory Committee - Teleconference)

### Absent

Stacey Mattina, City Council Member, City of Lakeport  
Vacant Position, Member at Large

### Also Present

Lisa Davey-Bates, Executive Director, Admin. Staff – Lake APC  
James Sookne, Admin Staff – Lake APC  
Alexis Pedrotti, Admin Staff – Lake APC  
Charlene Parker, Admin Staff – Lake APC  
John Speka, Planning Staff – Lake APC  
Danielle Casey, Planning Staff – Lake APC  
Scott DeLeon, Public Works Director, County of Lake (teleconference)  
Cathy McKeon, Caltrans District 1

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### 1. Call to Order/Roll Call

Vice-Chair Simon called the meeting to order at 9:05 a.m. Secretary, Charlene Parker, called roll. Members present: Sabatier, Simon, Cremer, Perdock, Parlet, Leonard and Jackman (PAC).

### 2. Adjourn to Policy Advisory Committee

Vice-Chair Simon adjourned to the Policy Advisory Committee (PAC) at 9:05 a.m. to include Caltrans District 1 staff and allow participation as a voting member of the Lake APC.

### 3. Election of Officers – Chair and Vice-Chair, Member-at-Large Vacancy and Standing Committees – Executive Committee and California Association of Councils of Governments (CalCOG)

Lisa Davey-Bates announced that Stacey Mattina had informed her that morning that she was ill and would not be able to attend the meeting, but did state that if the Board Members would like

her to continue as Chair, she would be willing to do so. No other nominations for the position were made.

*Director Perdock nominated Director Stacey Mattina for the Lake Area Planning Council **Chair position** for the 2020 calendar year. The motion was seconded by Director Sabatier and carried unanimously.*

*Director Sabatier nominated Director Moke Simon for the Lake Area Planning Council **Vice-Chair position** for the 2020 calendar year, and Director Moke Simon accepted. No additional nominations were made. The motion was seconded by Director Perdock and carried unanimously.*

*Director Perdock nominated Director Chuck Leonard for the Lake Area Planning Council **CalCOG Representative** for the 2020 calendar year, with Director Russ Cremer as alternate. No other nominations were made. Directors Leonard and Cremer both accepted the positions. The motion was seconded by Director Sabatier and carried unanimously.*

Director Leonard stated that he won't be able to make the Regional Leadership Forum in April. Director Cremer asked for the specific dates for that Forum. Lisa replied that the conference is April 5<sup>th</sup> through 7<sup>th</sup> and said because of the short notice she understood if he couldn't make it. Director Cremer stated that he would check his schedule and let her know after this meeting.

Lisa Davey-Bates added that the Lake APC also needed one additional representative to participate on the Executive Committee for 2020. Lisa explained that the Lake APC Executive Committee doesn't have set representation, but is typically comprised of the Chair, Vice-Chair and one additional member, and geographical representation is suggested.

*Director Cremer nominated Director Russel Perdock for the Lake County/City Area Planning Council **Executive Committee member** for the 2020 calendar year, and Director Russell Perdock accepted. No other nominations were made. The motion was seconded by Director Sabatier and carried unanimously.*

Director Simon asked if we need to do anything about the vacant Member-at-Large position. Alexis explained that the Member-at-Large is appointed by the Board of Supervisors. The group discussed the application process and ways to fill the position. Lisa reminded the group that although it would be nice to fill the Member-at-Large vacancies it is not part of this agenda item.

#### **4. PUBLIC EXPRESSION**

None

#### **CONSENT CALENDAR**

##### **5. Approval of December 13, 2019 Draft Minutes**

##### **6. Approval of Third Amendment to the 2019/20 Overall Work Program**

*Director Cremer made a motion to approve the Consent Calendar, as presented. The motion was seconded by Director Perdock and carried unanimously.*

*Roll Call Vote: Ayes (7)-Directors Sabatier, Simon, Cremer, Perdock, Parlet, Leonard and Rex Jackman (PAC); Noes (0); Abstain (0); Absent (2) – Director Mattina, and Vacant Member-at-Large*

#### **REGULAR CALENDAR**

**7. Discussion and Recommended Approval of Lake Transit Authority’s Request for an Advanced Allocation of FY 2021 LTF Funds**

Lisa Davey-Bates referenced the staff report provided in their packet and reported that Lake Transit Authority’s funding relies partially on federal grants on a reimbursable basis. Lisa stated that because of the funding process there are times when cash flow issues arise, causing a delay in payments to the operation’s contractor, Paratransit Services. Paratransit Services has been more than understanding and has historically waived all late fees. Lisa explained LTA is requesting an advanced allocation of Fiscal Year 2020/21 Local Transportation Fund (LTF) funds in the amount of \$300,000 from the Local Transportation Fund (LTF) Reserve. Lisa noted that LTA has received advanced allocations of LTF funds to help address the cash flow issue in the past, and that this is in accordance with the APC’s LTF Reserve Policy, which was adopted in June 2019. This advanced allocation would help to ensure that transit service continues, and invoices are paid in a timelier manner. Alexis Pedrotti clarified that the funds are an advancement, and if the Board approves the resolution for the FY 20/21 Local Transportation Fund allocation, they will see the \$300,000 will be taken out of the new year’s allocation. Director Sabatier stated how important that the funding is tracked, and the Board is updated regarding these funds.

Director Cremer asked if the funding usually covers all the operations contract invoices. Lisa stated that you will see that ultimately the funds cover those expenses. She did express concern that State Transit Assistance (STA) funds are estimated to go down from previous years.

Director Simon asked what other grants may be available, and if we should we contact our representatives. Lisa suggested that APC staff can give a presentation at the March meeting along with a list of acronyms. There are several funding sources within the budget and understanding those details will make it easier to answer questions about the budget and funding opportunities. Lisa stated that Danielle has created the list of acronyms and is developing the definitions of those acronyms now.

*Director Cremer made a motion to approve the Lake Transit Authority’s Request for an Advanced Allocation of \$300,000 FY 20/21 LTF Funds, as presented. The motion was seconded by Director Sabatier and carried unanimously.*

*Roll Call Vote: Ayes (7)-Directors Sabatier, Simon, Cremer, Perdock, Parlet, Leonard and Rex Jackman (PAC); Noes (0); Abstain (0); Absent (2) – Director Mattina, and Vacant Member-at-Large*

**RATIFY ACTION**

**8. Adjourn Policy Advisory Committee and Reconvene as Area Planning Council**

Chair Mattina adjourned the Policy Advisory Committee at 9.29 a.m. and reconvened as the APC.

**9. Consideration and Adoption of Recommendations of Policy Advisory Committee**

*Director Leonard made a motion to adopt the recommendations of the Policy Advisory Committee and reconvene as the APC. The motion was seconded by Director Perdock and carried unanimously.*

**REPORTS**

**9. Reports & Information**

**a. Lake APC Staff Summary of Meetings –**

The summary of meetings report was included for the Board’s review, and staff was happy to answer any questions, however there were none.

**b. Lake APC Planning Staff**

*i. Sustainable Communities Transportation Planning Grant Update*

Bus Passenger Facilities Plan – John Speka reported that the plan was approved at the December meeting. The final phase of the plan is for LTA staff to create MOUs with local jurisdictions to determine the rules and responsibilities.

Eleventh Street Corridor Study – John provided an update on the project and said that the final plan should be out in the next couple of weeks. John stated that the consultant is now working on final options of turning lanes, bike lanes, and sidewalk widening.

Highway 20 Northshore Communities Traffic Calming Plan – John gave a brief update on the plan and stated that it is also in its final stages and will be brought to the APC Board in the next couple of months for approval.

County-Wide Sign Inventory Study – John reported that the consultant has already collected all the locations, conditions, compliance matters and retro reflectivity sign data. The study will be provided to the TAC members next week. Director Sabatier asked if the study included directional signs as well. John replied that he believed that all signs are included even bus stop signs.

*ii. Strategic Partnerships Planning Grant Update*

State Route 53 Corridor Project – Danielle Casey provided an update on the grant project. She stated that the January 8<sup>th</sup> kick-off meeting was a success and it included staff from APC, Caltrans, County, Clearlake and the consulting firm, TJKM. Danielle reported that the meeting included a timeline overview and explained what is expected for the project. They also discussed the areas that will be studied. Danielle noted the small intersections in Lower Lake are excluded from the traffic counts.

Director Cremer recommended that the intersection at Jesse Street be included in the traffic survey, because it is busy when school gets out. Danielle replied she would look at the list and make that suggestion to the consultant. She also noted the consultant is working on acquiring previous studies to incorporate into this study and permits for the equipment.

Director Sabatier asked about how the timeline looked. Danielle replied that the study is extending through this year into next year. The group discussed concerns on some of the areas excluded. Danielle explained that the study is an update, and the consultant used data and locations from the previous study, but staff would revisit the list.

*iii. Miscellaneous*

Opinion Polling Survey – Danielle Casey provided an update on the project. The consultant, FM3, has been selected to conduct the polling. A kick-off meeting was held and aspects of the potential tax were discussed along with questions to include in the survey. Danielle stated that staff and the consultant have had multiple teleconferences regarding the questions on the survey. The final questions have been approved, so the polling efforts are probably started by now. Danielle explained that staff had some concerns about the transit questions that were excluded from the survey. Lisa clarified that she had suggested the poll include a question to see the level of support if a small portion of the sales tax were spent towards transit and ADA non-emergency medical transportation. Lisa stated that the polling is moving forward without the questions. The APC Board Members discussed and expressed a desire to have the question as part of the polling effort. Scott DeLeon replied that staff and the consultant were trying to implement what the Board of Supervisors wanted and hoped it's not too late to add the question. The group discussed adding the question to the survey and Scott sent an email to the consultant and she said they would try to add the question. Danielle stated that the

consultant had given us a very condensed timeline because of the time constraints, so a measure could be drafted. It is anticipated that results will be presented to the Board of Supervisors in April. The group discussed the previous attempts at polling efforts for sales tax measures and how beneficial the polling information will be.

Director Sabatier stated that early August is deadline to submit to the opinion polling survey results, to give enough time to review and decide the wording of the tax measure.

**c. Lake APC Administration Staff**

- i. Next Meeting Date – *March 11, 2020 (Lakeport)*
- ii. Miscellaneous –

James announced that we started the unmet need process at the last SSTAC meeting, the list is the same as last year with the addition of one new item. He stated that he will draft the list for the next meeting.

**d. Lake APC Directors:**

There were no items discussed.

**e. Caltrans**

- i. Lake County Project Status:

Rex Jackman reported that the project status interactive map is nearing completion. It provides information on past, current, and future construction projects as well as planning projects in the area. Rex asked to be added to the APC agenda and stated that he would provide a live demonstration of the program at a future meeting. Rex gave a brief summary of the Lake 29-2C and stated the construction will begin on June 1 and noted that PG&E and AT&T are currently on schedule for the maintenance.

Director Sabatier expressed concerns about the schedule for the overgrown vegetation on Highway 53. He asked for a projected schedule for the work. Rex asked if he was specifically concerned about that area. Director Cremer stated that the problem was county wide. Rex replied he would track down the schedule for them.

Cathy McKeon discussed several projects Caltrans was currently working on. Cathy explained that they are still in the design phase on the Lake 29, segments 2A and 2b and noted that a meeting with APC staff is scheduled to discuss and strategize on various ways to incorporate Governor Newsom's strategy for not doing capacity improving projects. Cathy continued that we have combined the Bachelor Valley project, the Lake 29 project, and the Blue Lakes shoulder safety project. All projects are on schedule for advertisement in July and will begin construction in September 2020. Cathy briefly reported on the 3 Bridge projects (Morrison Creek in Lucerne, Kelsey Creek Highway 175, and Robertson on Highway 29), and stated that they are struggling with time constraints and utilities issues. A public meeting for the Morrison Creek project will be held in early April, and advertising for construction in about a year. The two TMS sign projects in Lake County are now in the design phase. Cathy stated that the Hartmann Roundabout project is completed and are working with Scott DeLeon for the relinquishment to the County. Cathy said they are working PG & E on an encroachment permit for the undergrounding of their power lines on Highway 175. Cathy added that they have a new Lake 29 Overlay project that includes culverts and signals.

Cathy announced that they opened the west bound through lane on the Highway 53 and



Highway 20 roundabout. Lisa Davey-Bates asked about the outdated signage in that area. Director Simon agreed that the signage is confusing. Director Sabatier added that it would be nice to have directional signs for National Monuments, and State Parks.

Director Cremer expressed concern about the trucks that encroach into the other lane when turning at the intersection of Highway 29 and 53. Rex Jackman replied that they will make sure the traffic operations investigate that problem. Cathy stated that she will bring it up with traffic operations when she sees them this afternoon.

Karl Parker said how beneficial the roundabout at Hartman Road has been for his commute. Kathy replied that she is happy to hear as a user that it is working well.

- ii. Miscellaneous  
None
  
- f. **Rural Counties Task Force**
  - i. Next Meeting Date – **March 20, 2020 (Sacramento)**
- g. **California Transportation Commission**
  - i. Next Meeting Date – **March 25 – 26 (Sacramento)**
- h. **California Association of Councils of Governments (CalCOG)**
  - i. Regional Leadership Forum – **April 5 – 7 (Riverside)**
  - i. Miscellaneous  
Nothing to report.

## **INFORMATION PACKET**

### **12. 1/17/20 (Draft) Lake TAC Minutes**

## **ADJOURNMENT**

The meeting was adjourned by Vice-Chair Simon at 10:26 a.m.

Respectfully Submitted,

***DRAFT***

Charlene Parker  
Administrative Associate

# LAKE COUNTY/CITY AREA PLANNING COUNCIL

## RESOLUTION 19-20-12

### AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AGREEMENTS REQUIRED TO PROCESS FEDERAL & STATE FUNDS FOR LAKE APC APPROVED PROJECTS

#### THE LAKE AREA PLANNING COUNCIL HEREBY FINDS, DECLARES AND RESOLVES THAT:

WHEREAS, the Lake Area Planning Council is the designated Regional Transportation Planning Agency for Lake County;

WHEREAS, Lake APC manages the annual transportation planning work program for this region, and is eligible to receive, and to distribute to other eligible claimants, Federal and State funding for certain transportation projects, through the California Department of Transportation (Caltrans);

WHEREAS, Master Agreements, Program Supplemental Agreements, Fund Exchange Agreements, Fund Transfer Agreements, and other documents and certifications are routinely required to be executed with Caltrans before any such funds can be claimed;

WHEREAS, Lake APC reaffirms its intent to delegate to the Executive Director authorization to execute such agreements and any amendments thereto, and this resolution formalizes, and documents Lake APC's customary practice of delegating routine matters to the Executive Director; therefore, be it

#### NOW, THEREFORE, BE IT RESOLVED THAT:

The Lake Area Planning Council's Executive Director is hereby authorized to execute any agreement necessary to administer and process funding of project already approved or programmed by the Board of Directors.

Adoption of this Resolution was moved by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and carried on this 8<sup>th</sup> day of April 2020, by the following roll call vote:

AYES:

NOES:

ABSENT:

WHEREUPON, THE CHAIRMAN DECLARED THE RESOLUTION ADOPTED, AND SO ORDERED.

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ATTEST: Lisa Davey-Bates  
Executive Director

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Stacey Mattina, Chair  
APC Member



# LAKE COUNTY/CITY AREA PLANNING COUNCIL

## STAFF REPORT

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**TITLE:** 2020/21 Unmet Transit Needs Hearing

**DATE PREPARED:** March 31, 2020

**MEETING DATE:** April 8, 2020

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**SUBMITTED BY:** James Sookne, Program Manager

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### **BACKGROUND:**

Lake APC has been conducting formal Unmet Transit Needs processes since 2014. Its purpose is to identify priority transit needs for transit dependent or transit disadvantaged populations within Lake County. It assists the APC and LTA in determining how to best use the limited transit funding available to the region.

The process is a requirement of the Transit Development Act (TDA) prior to a region using any Local Transportation Funds (LTF) for streets and roads purposes. Although the APC does not allocate any LTF funds for streets and roads purposes, the process is still considered useful as a means of identifying potential transit needs in the region as well as analyzing opportunities for Lake Transit Authority (LTA) to meet those needs if feasible. The Unmet Transit Needs Process also meets TDA requirements calling for annual public input opportunities for transit dependent or transit disadvantaged persons within the jurisdiction represented by the Social Services Transportation Advisory Council (SSTAC).

Also, in 2014, the definitions for “unmet transit need” and “reasonable to meet” were adopted by the Lake APC Board, pursuant to TDA requirements. The definitions approved by the APC are shown in the attachments to this report.

The current Unmet Needs Process began at the November meeting of the SSTAC, where the 19/20 list of unmet needs was reviewed. Following the completion of the Bus Passenger Facility Plan Public Survey, the process continued at the January SSTAC meeting where a list of potential unmet transit needs was developed.

The TDA requires that the Unmet Needs Process include a public hearing to provide the opportunity for citizen participation. At this hearing, the public may comment on and suggest additions to the list of potential unmet needs. The APC must then make a finding that either:

- a) The testimony *includes* “unmet transit needs” according to the APC’s adopted definition, and those needs are directed to the APC and LTA staff for analysis and further review by the SSTAC; or
- b) The testimony *does not* include any “unmet transit needs” according to the adopted definition. Therefore, there are no unmet transit needs found for fiscal year 2020/21, and the annual process is concluded.

If the first finding is made, those needs meeting the definition of “unmet transit needs” will be further assessed by staff and reviewed by the SSTAC. Based on this analysis and a recommendation from the SSTAC, the APC will, at a later meeting, make a finding to determine if any of the needs are “reasonable to meet.” If needs are eventually found reasonable to meet, they will then become part of the budgeting process.

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**ACTION REQUIRED:**

1. Make finding that proper notice of meeting has been provided (30-day notice published in the Record Bee 3/4/20).
2. Receive staff report.
3. Open public hearing.
4. Receive public comment.
5. Close public hearing.
6. Make one of the two findings shown above, using the attached adopted definitions.

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**ALTERNATIVES:** None identified.

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**RECOMMENDATION:**

Staff recommends that the public hearing take place to allow testimony and that the APC Board makes a finding to determine whether the prepared list contains unmet needs.

# Advertising Order Confirmation

<u>Ad Number</u> 0006465082-01	<u>Color</u>	<u>Production Color</u>	<u>Ad Attributes</u>	<u>Production Method</u> AdBooker	<u>Production Notes</u>
<u>External Ad Number</u>	<u>Pick Up</u>	<u>Ad Type</u> Legal Liner	<u>Released for Publication</u>		

RB20680

**NOTICE OF PUBLIC HEARING**

**NOTICE IS HEREBY GIVEN** that the Lake County/City Area Planning Council (APC) will meet on Wednesday, April 8, 2020, at 9:00 a.m. or as soon thereafter as possible, at Lake Transit Authority in Lower Lake, to consider the following item:

**Public Hearing - Unmet Transit Needs**

At this hearing, the APC will consider a list of potential unmet transit needs that has been developed by the Social Services Transportation Advisory Council. The APC will determine if the list contains any "unmet transit needs," consistent with the adopted definition. Any of the needs that meet the definition will then undergo further analysis, the findings of which will be presented at a future public hearing.

The purpose of this public hearing is to allow the public opportunity to comment on and/or suggest additions to the list of potential unmet transit needs prior to APC action. For further information, please contact the APC office at 707-234-3314.

Lisa Davey-Bates  
Executive Director  
Publish: 3/4/2020

<u>Product</u>	<u>Requested Placement</u>	<u>Requested Position</u>	<u>Run Dates</u>	<u># Inserts</u>
Lake County Record-Bee	Legals CLS NC	General Legal NC - 1076~	03/04/20	1
Clear Lake Observer American	Legals CLS NC	General Legal NC - 1076~	03/04/20	1

**Order Charges:**

<u>Net Amount</u>	<u>Tax Amount</u>	<u>Total Amount</u>	<u>Payment Amount</u>	<u>Amount Due</u>
109.32	0.00	109.32	0.00	<b>\$109.32</b>

Please note: If you pay by bank card, your card statement will show "CAL NEWSPAPER ADV" or "CALIFORNIA NEWSPAPER ADVERTISING SERVICES", depending on the type of card used.

# Advertising Order Confirmation

RB20742

**UPDATE TO UNMET  
TRANSIT NEEDS  
PUBLIC HEARING  
NOTICE**

The following is regarding the Unmet Transit Needs Public Hearing that will take place during the Lake County/City Area Planning Council (APC) meeting scheduled for Wednesday, April 8, 2020, at 9:00 a.m., or as soon thereafter as possible at the Lake Transit Authority in Lower Lake, CA.

Due to the COVID-19 pandemic and the Shelter-in-Place order currently in effect in Lake County, the APC will be accepting public comment on and/or suggested additions to the list of potential unmet transit needs via email, [jsookne@dbcte.am.net](mailto:jsookne@dbcte.am.net) or phone, 707-234-3314. Any comments or suggestions received via email or phone will be entered into the public record and provided to the board members.

Please check the APC agenda, found at [https://www.lakeapc.org/board/#meeting\\_information](https://www.lakeapc.org/board/#meeting_information) for possible additional ways to submit public comment. The agenda for the April 8, 2020 meeting will be posted online by April 3, 2020.

For further information, please contact the APC office at 707-234-3314.

Lisa Davey-Bates  
Executive Director  
Publish: 3/31/2020

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**Adopted Definitions for the  
Unmet Transit Needs Process  
Approved by the APC 12/10/14**

**Unmet Transit Need:** Whenever a need by a significant number of people to be transported by moderate or low cost transportation to specific destinations for necessary purposes is not being satisfied through existing public or private resources.

**Reasonable to Meet:** It is reasonable to meet a transit need if all of the following conditions prevail:

- Funds are available, or there is a reasonable expectation that funds will become available. This criterion alone will not be used to determine reasonableness.
- Benefits of services, in terms of number of passengers served and severity of need, justify costs
- With the added service, the transit system as a whole will be capable of meeting the Transportation Development Act fare revenue/operating cost requirements
- Transit services designed or intended to address an unmet transit need shall not duplicate transit services currently provided either publicly or privately
- The claimant that is expected to provide the service shall review, evaluate and indicate that the service is operationally feasible, and vehicles shall be currently available in the marketplace

**Lake County FY 2020/21 Potential Unmet Transit Needs**  
**Developed by Social Services Transportation Advisory Council**  
**2/15/2019**

(Not in order of priority)

- 1. Eastbound service to Spring Valley.** Currently, there is no service east of SR 53.
- 2. Eastbound service, allowing people to connect with service to the Sacramento area.** Currently, the closest connection is at the Cache Creek Casino.
- 3. Non-Emergency Medical Transportation in outlying areas.** This would serve areas beyond one mile from fixed routes, and vehicles need to include wheelchair lifts.
- 4. Non-Emergency Medical Transportation to out of county locations.** This is needed for both adults and children. There is a particular need for transport to Santa Rosa and San Francisco.
- 5. Fixed route service on Sundays.** Another frequently noted need subject to funding availability.
- 6. Expanded transit service and Mobility Training to accommodate job placement for developmentally disabled.** New enhanced requirements for competitive integrated job placement will be implemented soon necessitating transportation to and from jobs, potentially outside of normal transit operating hours. It is likely that demand response service would be needed to fit this potential need.
- 7. NEMT after normal business hours.** Instances in which a need for non-emergency transport arises outside of normal service hours.
- 8. Individualized, flexible transportation to meet the transportation needs of seniors, persons with disabilities, or low-income persons who are unable to utilize the existing public transportation system.** An on-demand type of service (i.e. Uber, Lyft) for people to use for non-medical trips.





## LAKE COUNTY/CITY AREA PLANNING COUNCIL STAFF REPORT

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**TITLE:** Transportation Voter Opinion Survey for Unincorporated  
Lake County

**DATE PREPARED:** 04/01/20  
**MEETING DATE:** 04/08/20

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**SUBMITTED BY:** Danielle Casey, Project Coordinator

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**UPDATE:**

The Transportation Voter Opinion Survey for Unincorporated Lake County conducted by consultant FM3 Research has been completed. Voter surveys were conducted February 10<sup>th</sup> through the 18<sup>th</sup> via internet survey and telephone calls.

Miranda Everitt, Senior Researcher with FM3 Research was the Project Lead for the study. Originally Ms. Everitt was scheduled to present the survey data to the Lake County Board of Supervisors on April 7<sup>th</sup> and then our APC Board on April 8<sup>th</sup>. Due to the current situation regarding the COVID-19 pandemic the Lake County Board of Supervisors has requested to table the presentation until a later date. Lake APC staff will bring this item to the Lake County Board of Supervisors when the current public health crisis has subsided.

Ms. Everitt will be presenting the data to the Lake APC Board on April 8<sup>th</sup> as originally scheduled, via teleconference. A presentation attachment will be included in a separate email due to its large size.

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**ACTION REQUIRED:** None, informational only

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**ALTERNATIVES:** None

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**RECOMMENDATION:** None



# Unincorporated Lake County Voter Views of a Transportation Measure

Key Findings from a Survey Conducted  
February 10-18, 2020



OPINION  
RESEARCH  
& STRATEGY

# Methodology

- 634 interviews with unincorporated Lake County voters likely to participate in the November 2020 election
- Conducted February 10-18, online and via landline and cell phones
- Margin of sampling error of +/-4.9% at the 95% confidence level
- Due to rounding, some percentages do not add up to 100%
- Selected comparisons to prior research



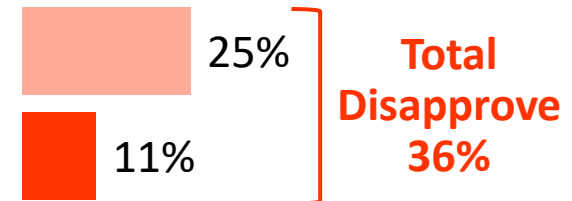
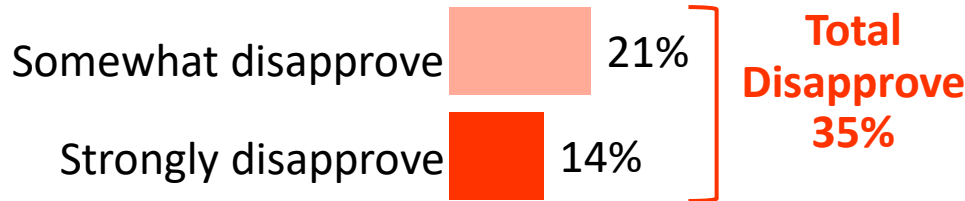
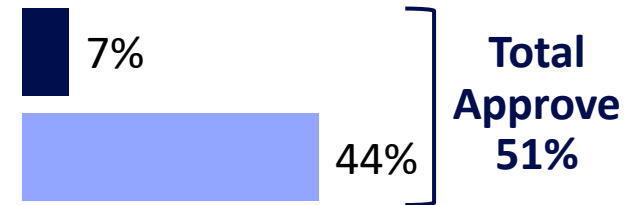
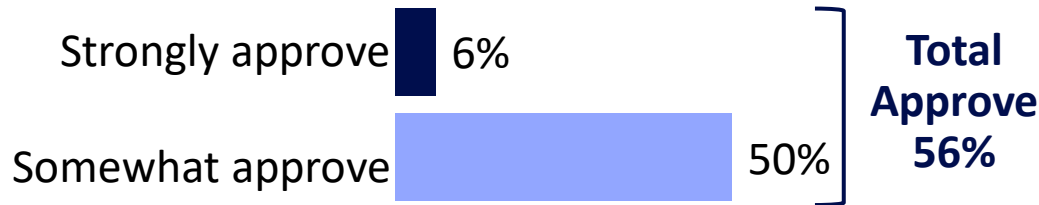
# **Issue Context**

# As they did four years ago, most approve of County government, but not strongly.

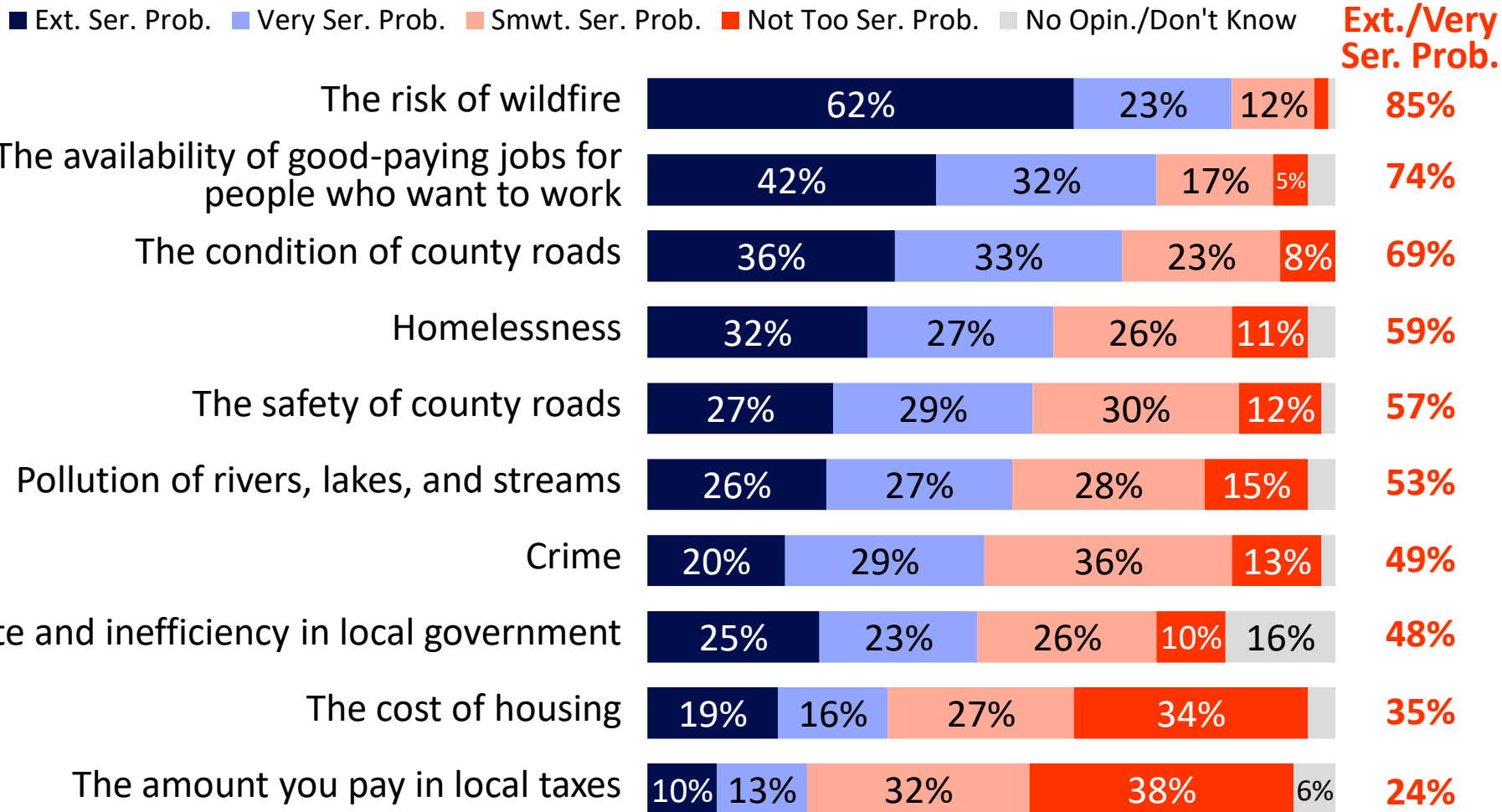
Would you say you generally approve or disapprove of the job that Lake County government is doing?

2016

2020



# Wildfire risk is a top concern, with road conditions in a second tier.



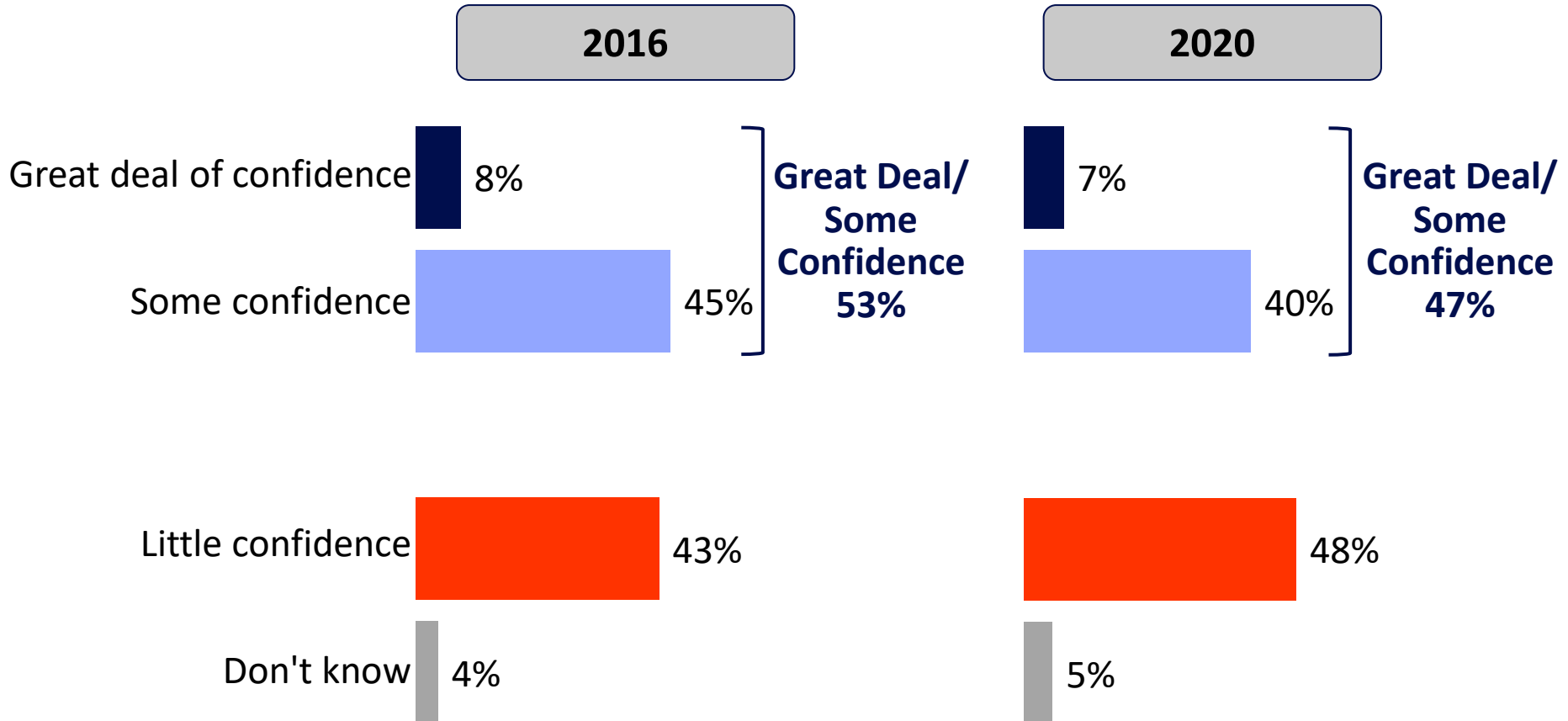
# The safety of county roads has emerged as a concern for a majority of voters.

*(Extremely/Very Serious Problem)*

Issue	2016	2020	Difference
*The safety of county roads	42%	57%	<b>+15%</b>
The amount you pay in local taxes	19%	24%	<b>+5%</b>
The condition of county roads	64%	69%	<b>+5%</b>
Waste and inefficiency in local government	45%	48%	<b>+3%</b>
The availability of good-paying jobs for people who want to work	82%	74%	<b>-8%</b>

# Confidence that county sales tax funding would be well-spent is muted.

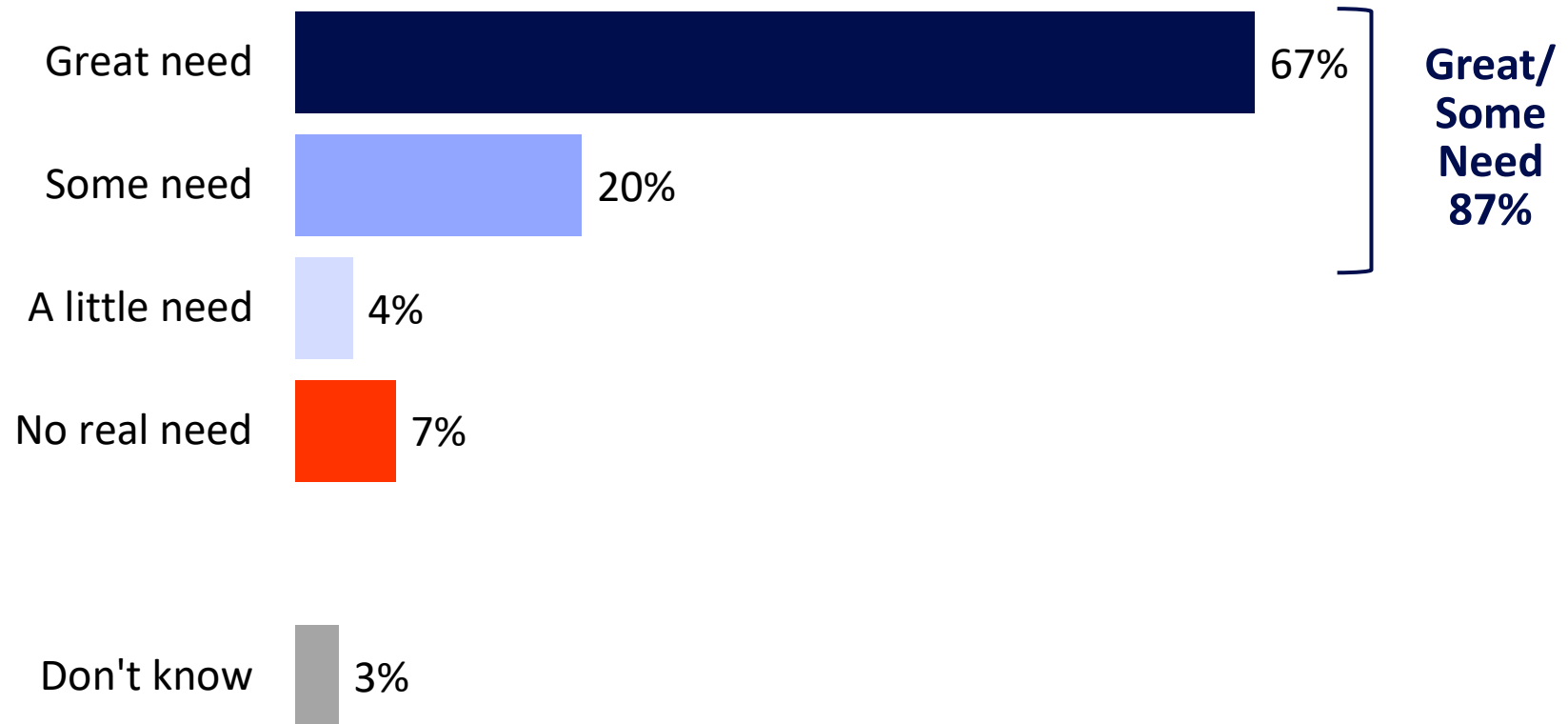
*If your local county sales tax was increased, would you have a great deal of confidence, some confidence, or little confidence that the revenue would be well spent?*





# Voters overwhelmingly see a need for additional funding for streets and roads.

*Would you say Lake County has a great need for additional funding, some need, a little need, or no real need for additional funding for streets and roads?*



# **A Transportation Ballot Measure**

# Measure Language Tested

## LAKE COUNTY ROAD REPAIR, SAFETY AND MAINTENANCE MEASURE.

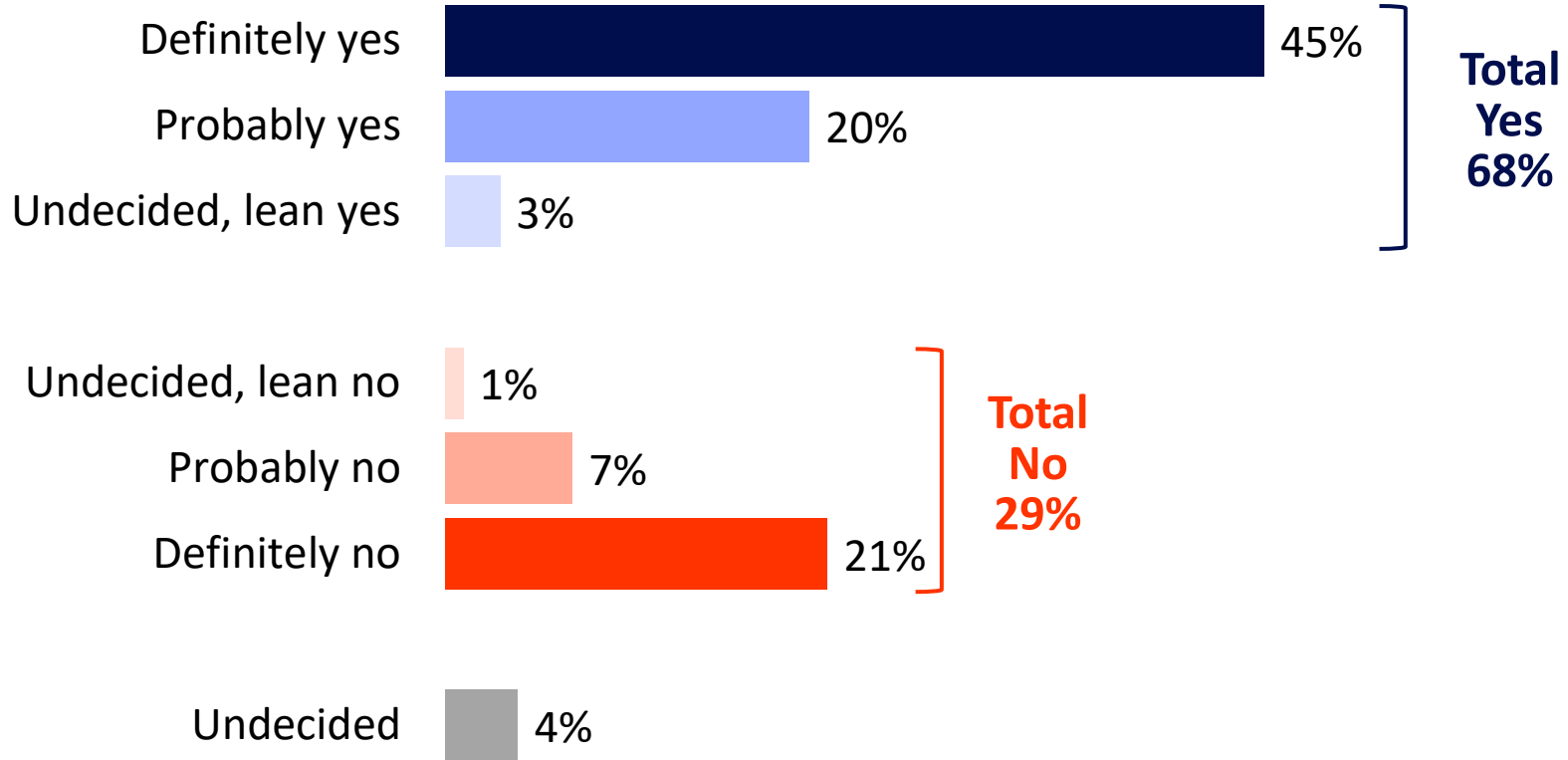
In order to:

- repair, repave, and maintain local residential streets, County roads, bridges;
- fix potholes;
- repair and replace deteriorating drainage to protect water quality;
- improve road safety;
- become eligible for state/ federal matching funds;

shall a 1-cent sales tax in the unincorporated areas of Lake County providing \$4.5 million annually until ended by voters, requiring independent audits, citizens' oversight, public review of spending, all revenues controlled locally, be adopted?

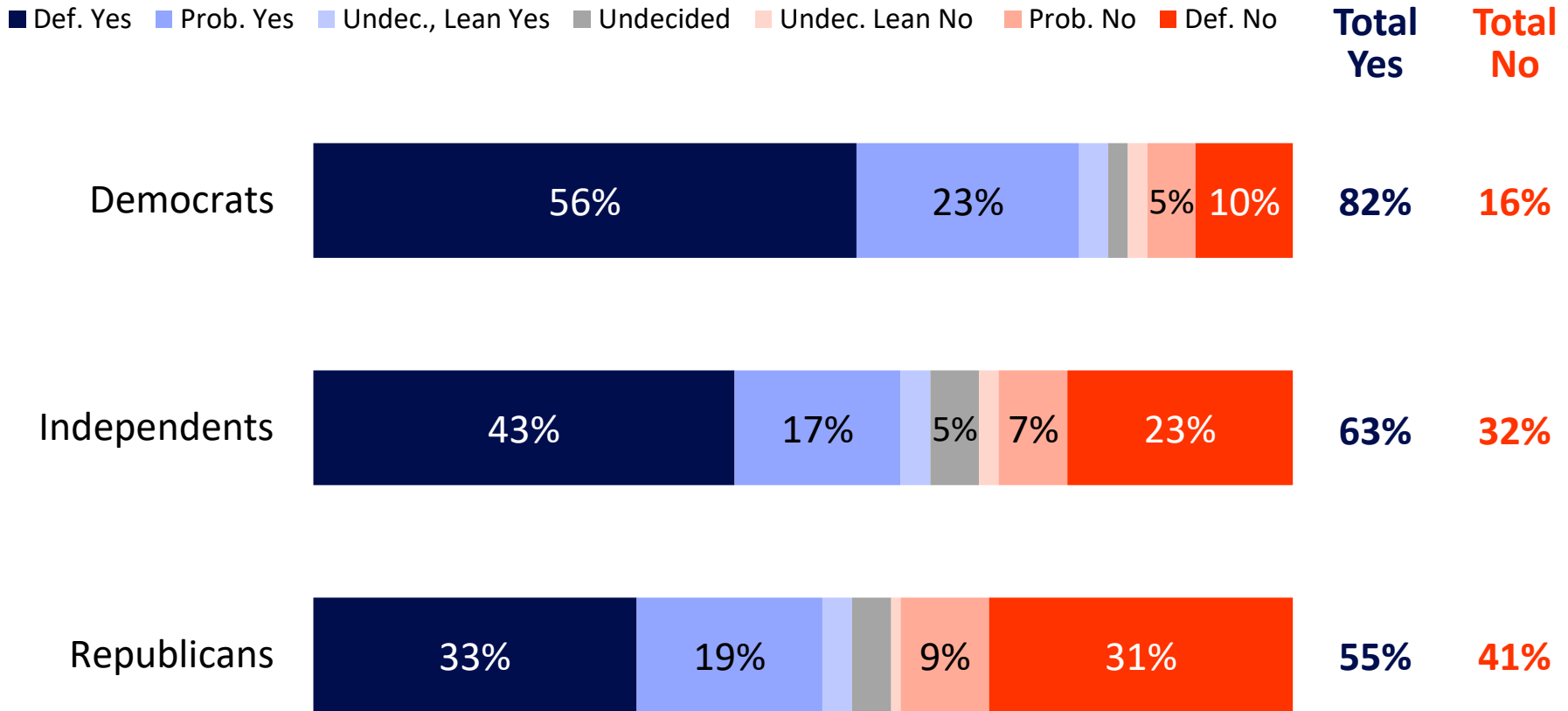
# Two-thirds of voters support the measure, though this is within the survey margin of error.

*Two-Thirds Vote Threshold Required, MOE +/-4.9%*



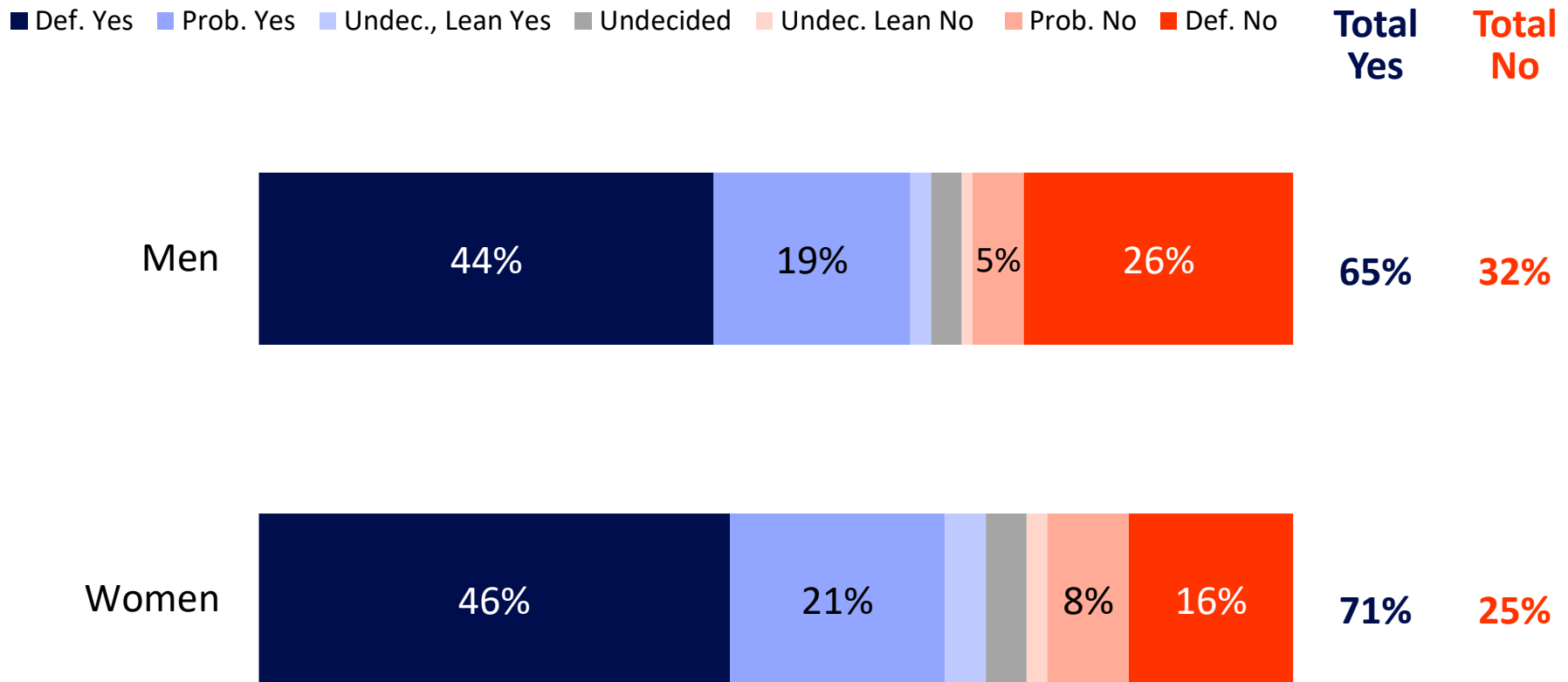
# Four in five Democrats support the measure, as does three in five independents.

*Support for a Transportation Sales Tax by Party*



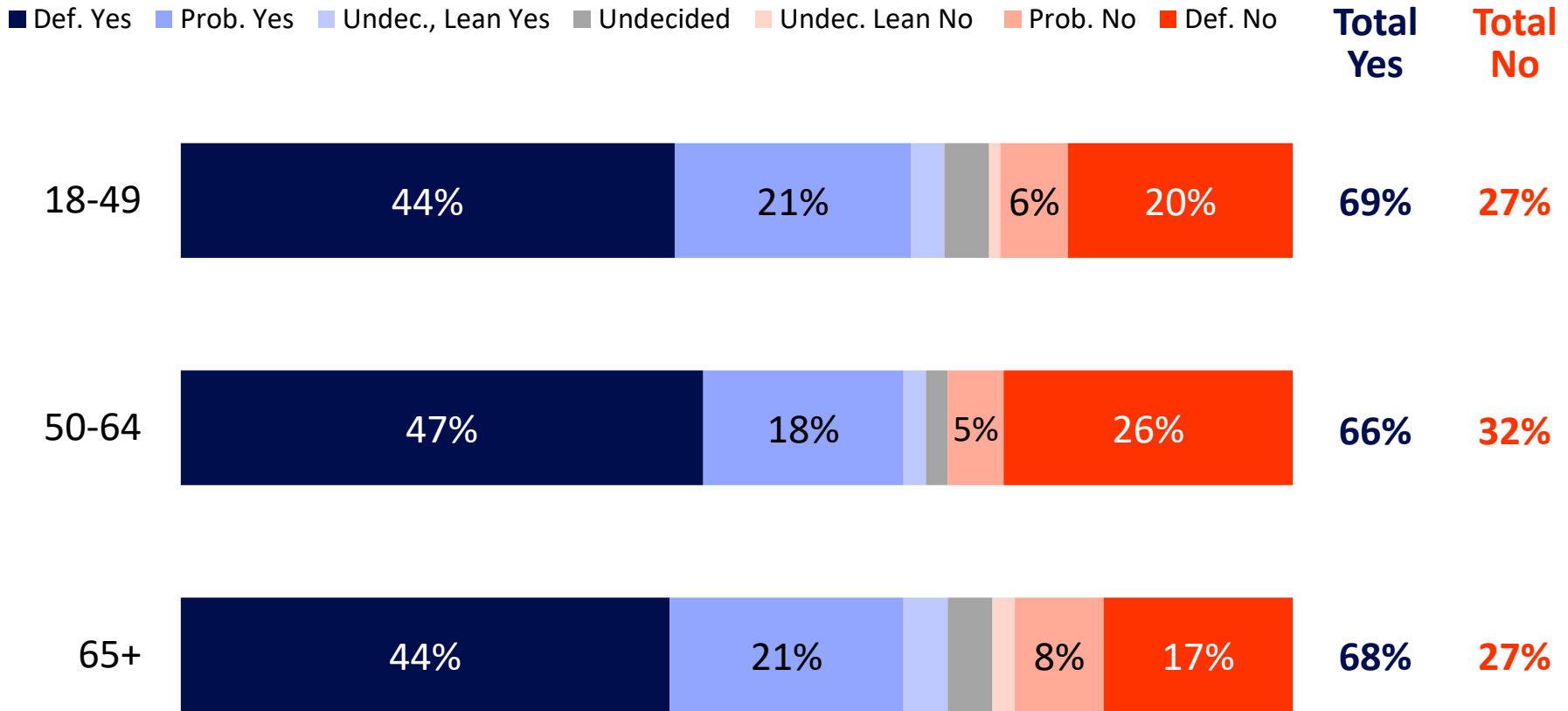
# Seven in ten women support the measure; two-thirds of men do.

*Support for a Transportation Sales Tax by Gender*



# Support for the measure differs relatively little by age.

*Support for a Transportation Sales Tax by Age*



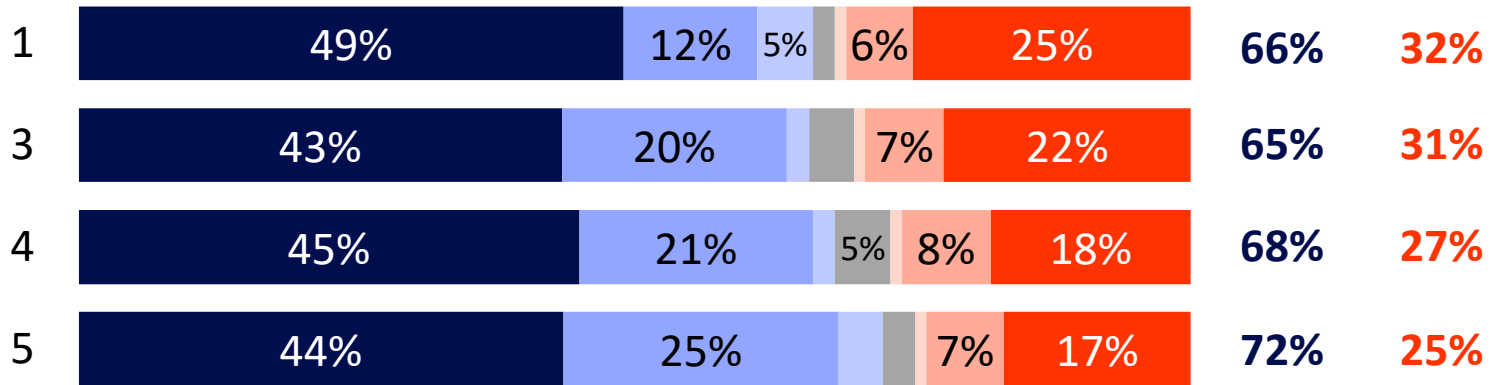
# The measure has support at or above two-thirds in every supervisor district.

Support for a Transportation Sales Tax by Supervisor District and County Approval Rating

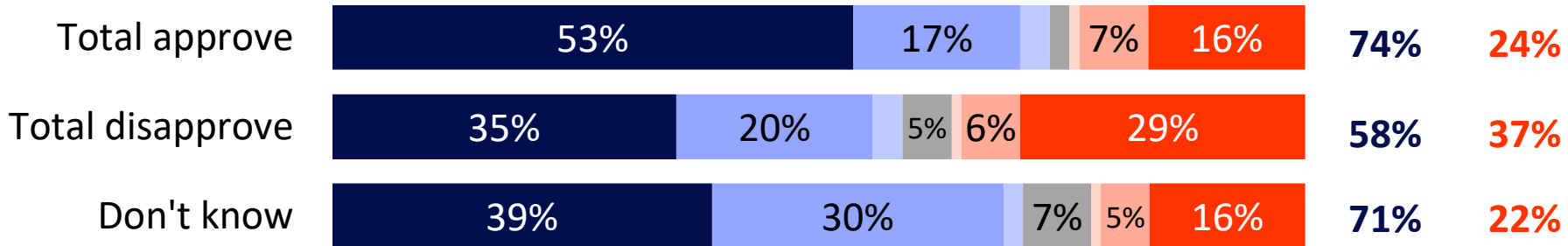
■ Def. Yes ■ Prob. Yes ■ Undec., Lean Yes ■ Undecided ■ Undec. Lean No ■ Prob. No ■ Def. No

**Total Yes** **Total No**

## Supervisor District



## County Approval Rating





# Those with “little confidence” funds would be well-spent largely oppose the measure.

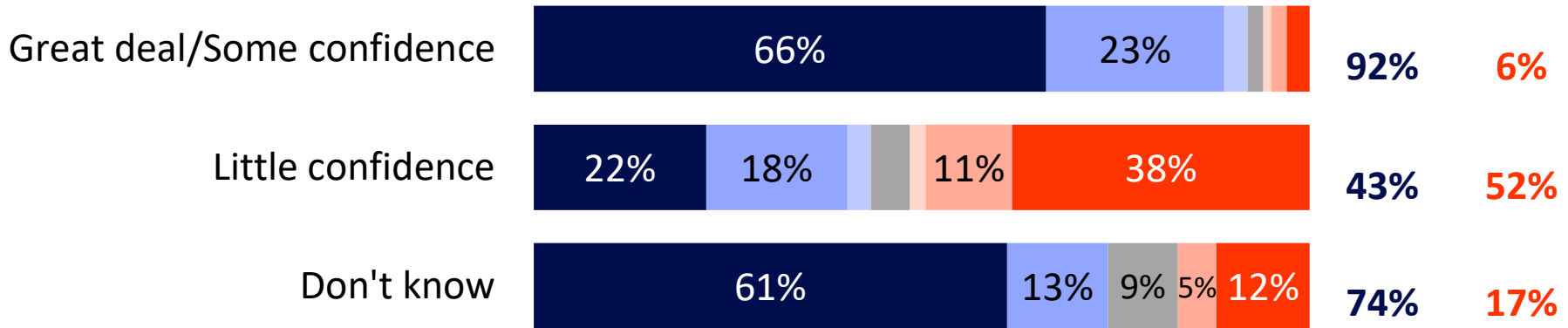
*Support for a Transportation Sales Tax by Confidence in Tax Spending and Need for Streets Funding*

■ Def. Yes ■ Prob. Yes ■ Undec., Lean Yes ■ Undecided ■ Undec. Lean No ■ Prob. No ■ Def. No

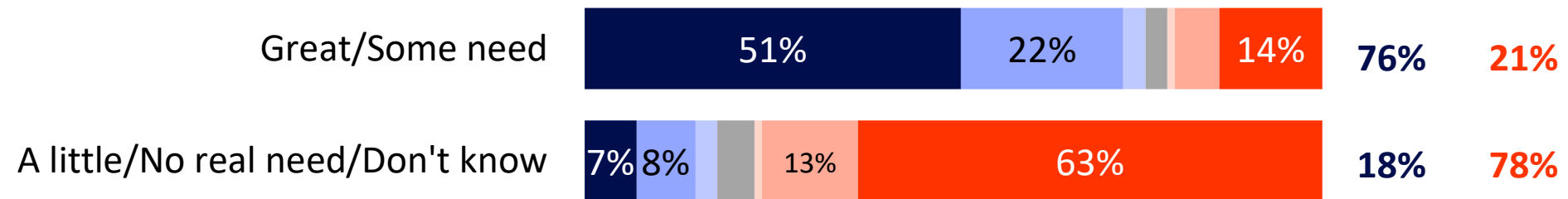
**Total Yes**

**Total No**

## Confidence in Tax Spending



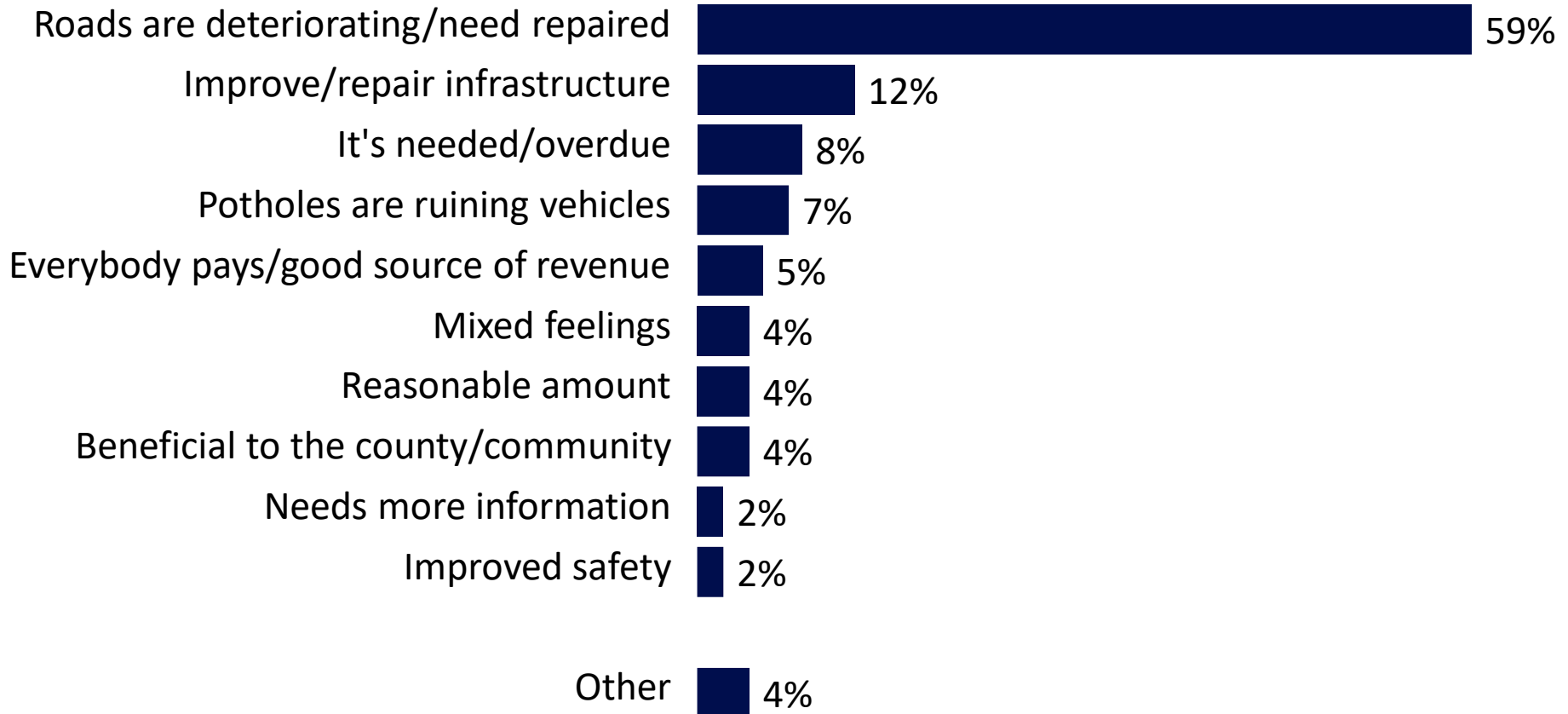
## Need for Streets Funding



# Supporters of a measure cite the need for road repairs as their motivation for a “yes” vote.

*In a few words of your own, why would vote YES on this measure?*

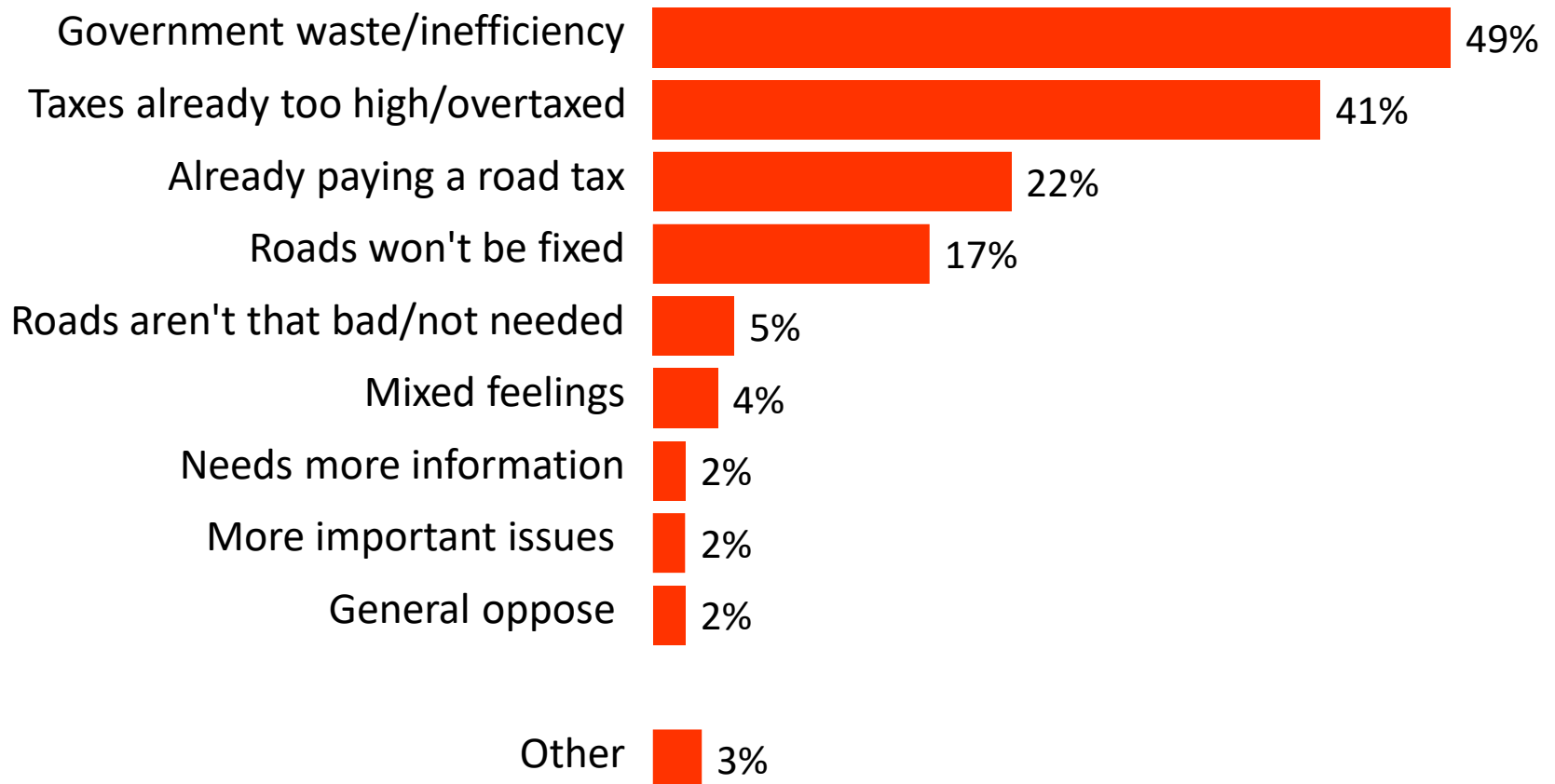
*(Open-ended; Grouped 2% & Above Responses Shown; Asked of Yes Voters Only; N=431)*



# Opponents are concerned with government waste or are generally anti-tax.

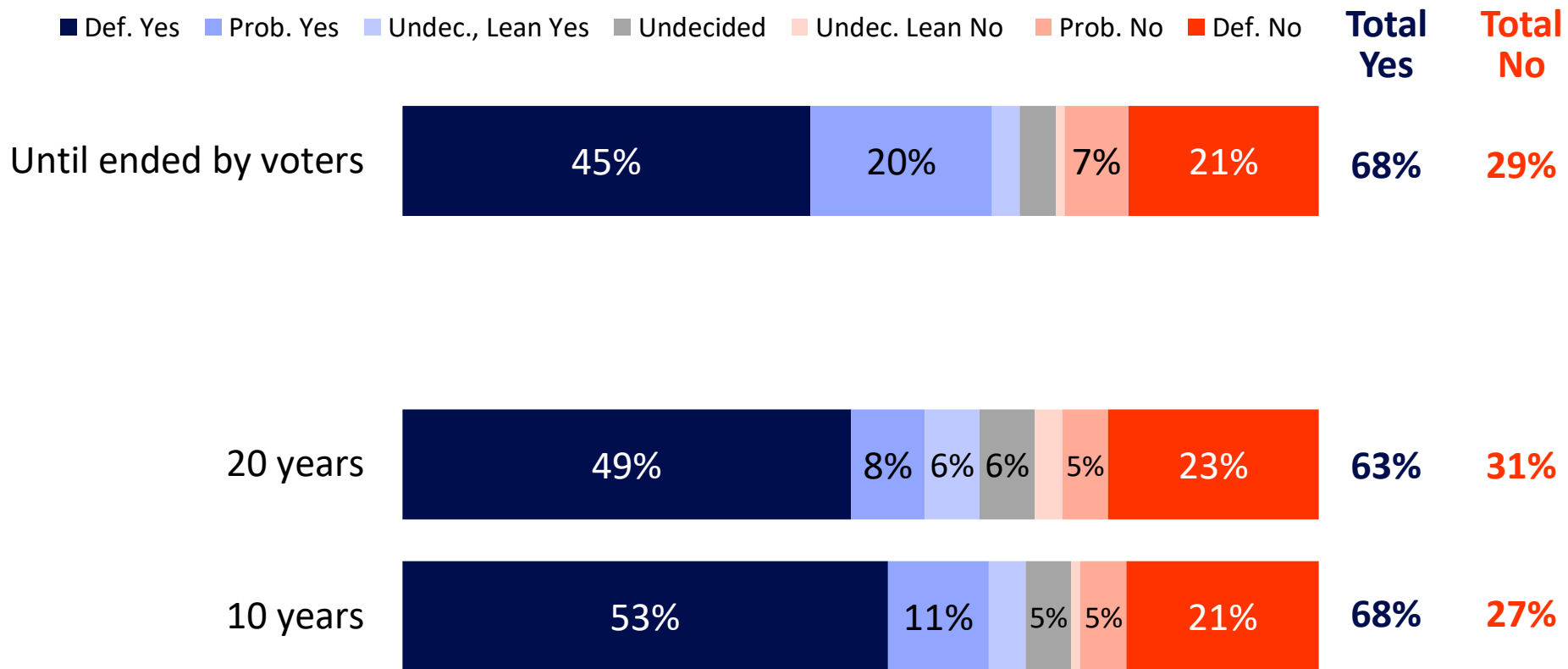
*In a few words of your own, why would vote **NO** on this measure?*

*(Open-ended; Grouped 2% & Above Responses Shown; Asked of No Voters Only; N=181)*



# Sunset provisions do not change overall support for a measure.

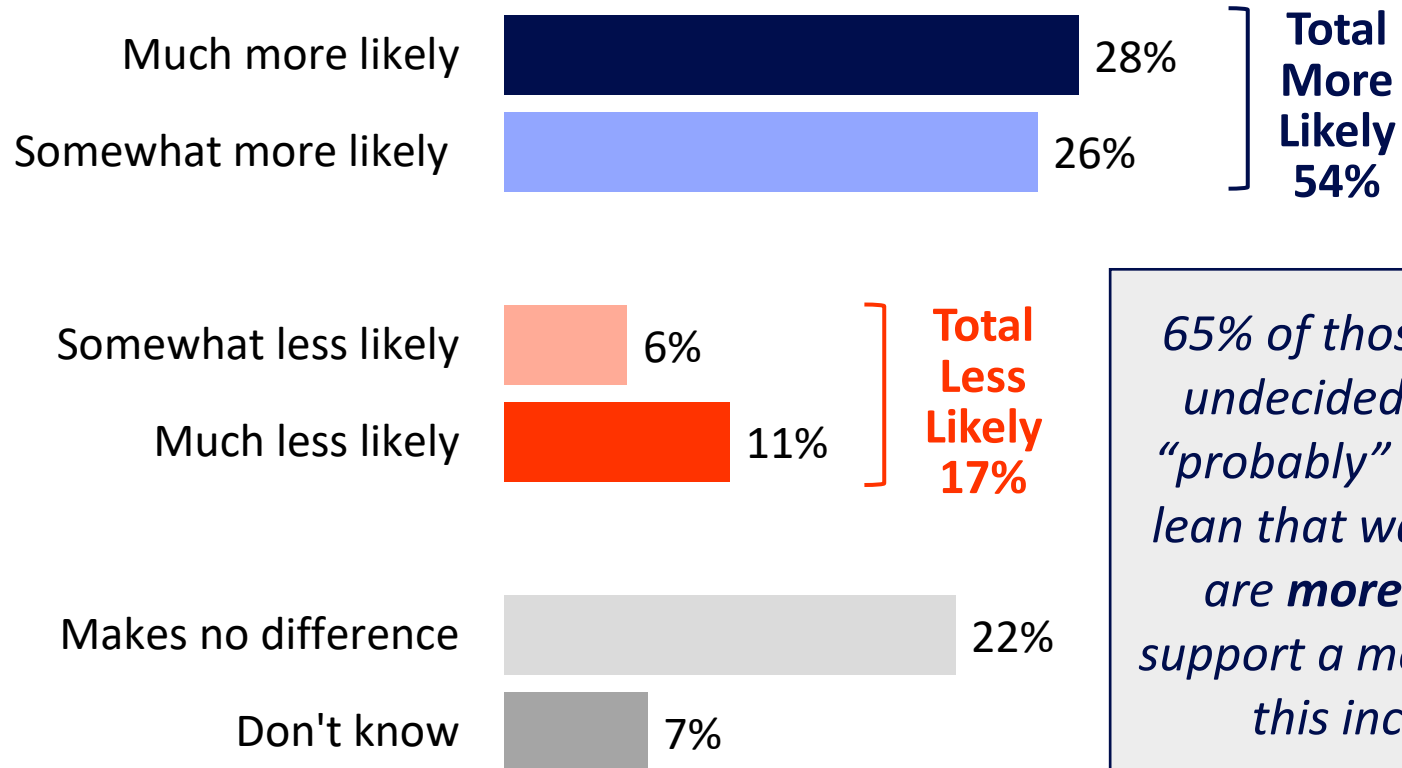
Suppose the transportation sales tax measure that I described would expire automatically in \_\_\_\_\_. If that were the case, would you vote yes to support it, or no to oppose it?



# **Voter Priorities**

# Inclusion of transit for seniors or people with disabilities is a net positive.

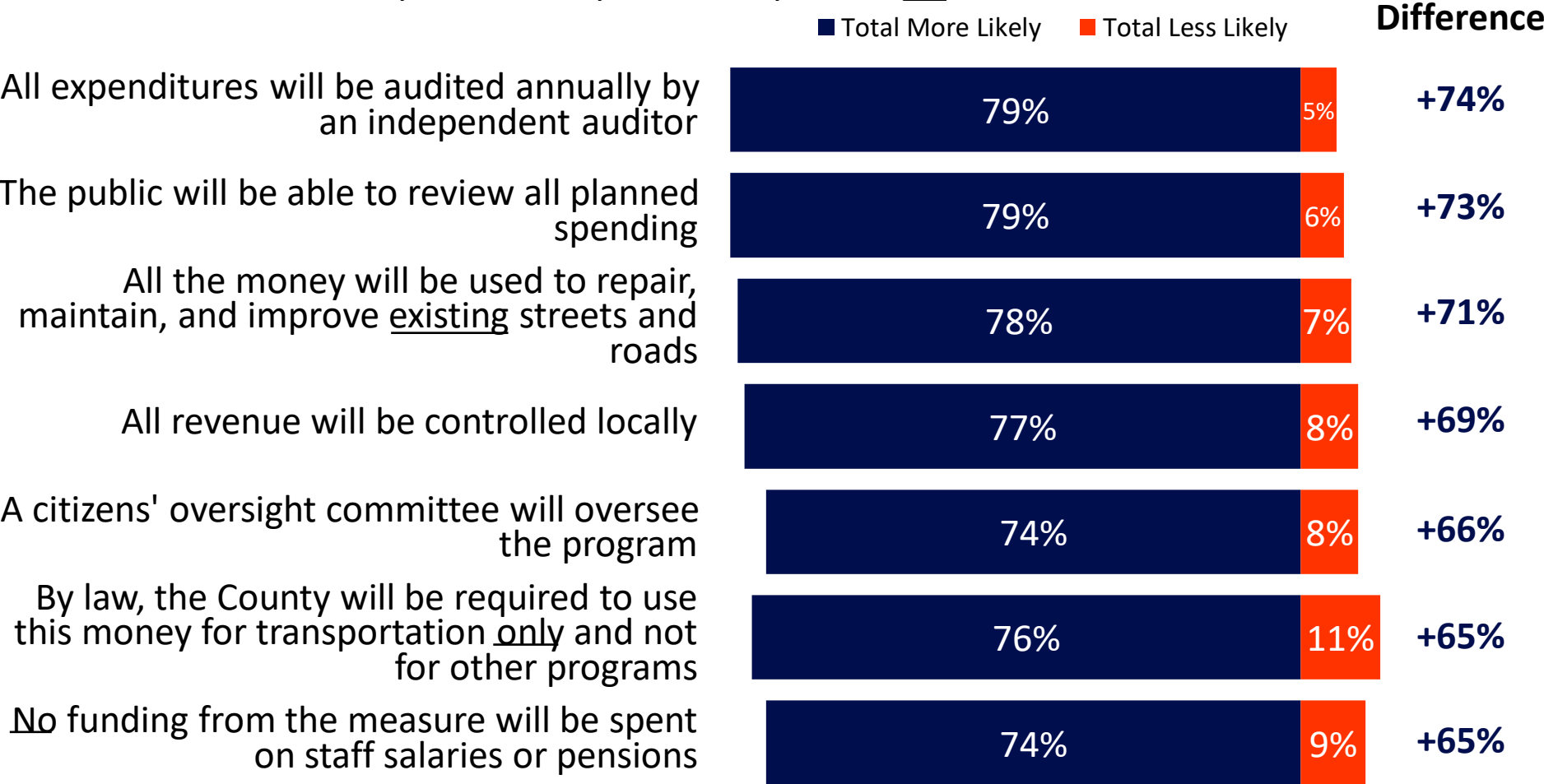
The structure of this measure has not been finalized. If it were written to also include funding to provide transit for elderly or disabled residents of unincorporated Lake County, would you be more likely or less likely to vote for the measure?



*65% of those who are undecided or would “probably” vote yes or lean that way say they are **more likely** to support a measure with this included.*

# Accountability provisions are broadly popular.

*I am going to mention some different potential aspects of this ballot measure. Please tell me whether knowing it was a part of this ballot measure would make you more likely or less likely to vote for the measure.*



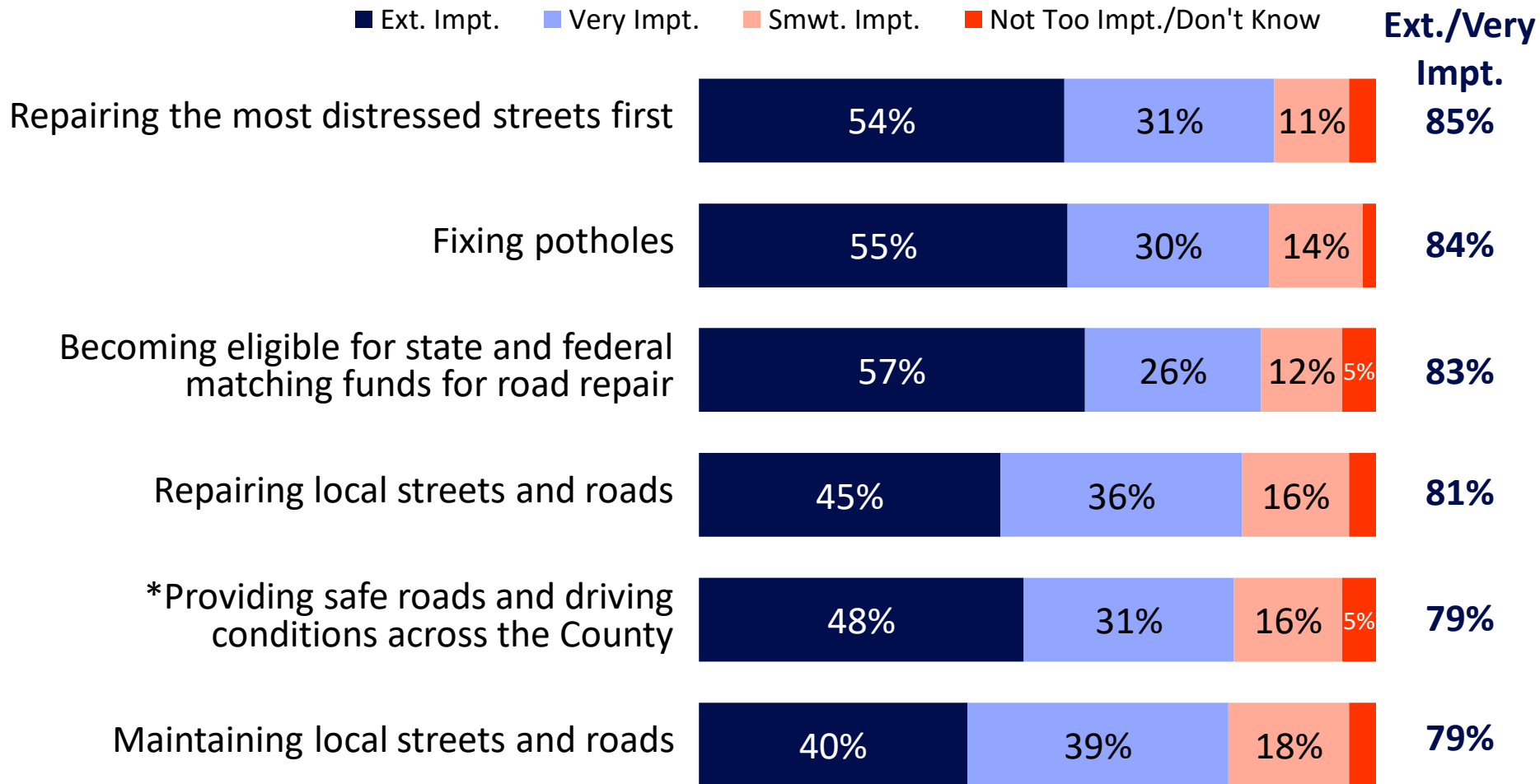
# These provisions are even more important to voters than they were four years ago.

*(Total More Likely)*

Aspect	2016	2020	Difference
*By law, the County will be required to use this money for transportation <u>only</u> and not for other programs	59%	76%	<b>+17%</b>
A citizens' oversight committee will oversee the program	61%	74%	<b>+13%</b>
All the money will be used to repair, maintain, and improve <u>existing</u> streets and roads	70%	78%	<b>+8%</b>
All expenditures will be audited annually by an independent auditor	72%	79%	<b>+7%</b>



# Repairing the most-distressed streets and fixing potholes are key priorities.



# Replacing deteriorating drainage is important.

■ Ext. Impt.   ■ Very Impt.   ■ Smwt. Impt.   ■ Not Too Impt./Don't Know

**Ext./Very Impt.**

\*Repairing deteriorating drainage systems that help prevent pollution of rivers, lakes, and streams



**74%**

\*Replacing deteriorating drainage systems that help prevent flooding



**73%**

Repairing deteriorating bridges



**73%**

Repairing streets to improve driver, pedestrian, and bicyclist safety



**71%**

\*Improving road safety



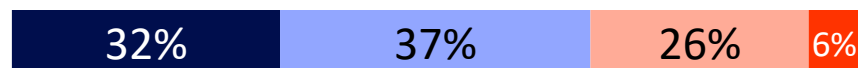
**69%**

\*Replacing culverts that help prevent pollution of rivers, lakes, and streams



**68%**

\*Replacing culverts that help prevent flooding



**68%**

Improving safety of bridges



**65%**

Improving night visibility on County roads



**60%**

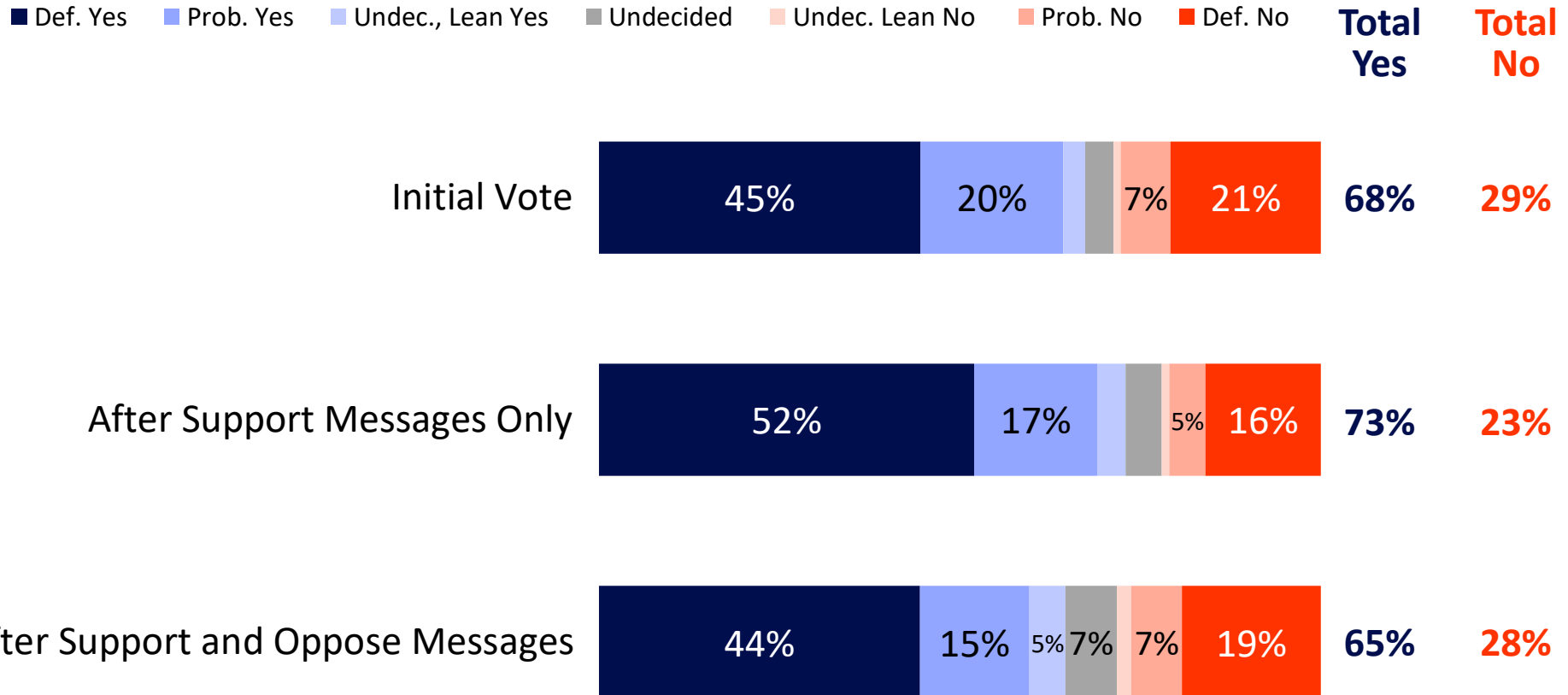
Repairing the busiest streets first



**54%**

# **Messaging and Movement**

# After support messaging, the measure has nearly three-quarters in favor; it has just under two-thirds support after opposition.



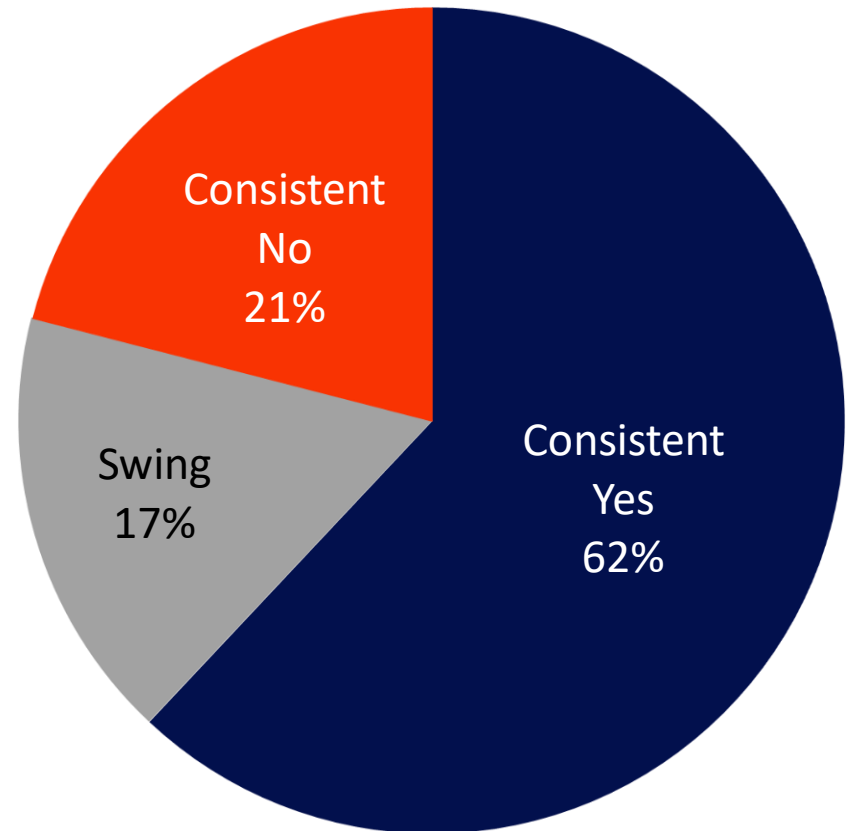
# Segmenting the Electorate by Consistency of Support

❖ **Consistent Yes:** Voters who consistently indicated they would vote “yes” on the measure.

❖ **Consistent No:** Voters who consistently indicated they would vote “no” on the measure.

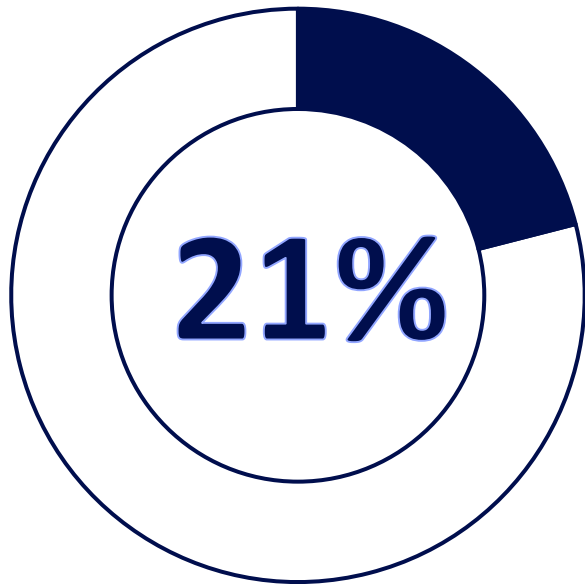
❖ **Swing:** Voters who do not fall into any of the other categories – remaining consistently undecided or switching positions.

The following slide shows demographic groups that *disproportionately* fall into one category or the other.



# Two in five voters see at least some need for roads funding but are not initially “yes” voters.

*Sees Great or Some Need for Funding, But Not a “Yes” Vote*



**These are disproportionately Republicans, particularly conservative, male and over-50 segments of that party.**

**Of this group, 57% vote “no” each time in the survey, and the remainder are swing voters.**

# Messages in Support of a Measure

*(Ranked in Order of Effectiveness)*

^(**WORST IN STATE**) Lake County's overall pavement condition is ranked as one of the worst in the state - an average grade of 37 out of 100. Nearly 40% are rated "failed," and two-thirds are in "poor" condition or worse. Without additional local funds, our roads will only continue to deteriorate further.

(**MATCHING FUNDS**) Every dollar raised by this measure will make the County eligible for state and federal matching funds.

^(**ACCOUNTABILITY**) This measure has tough financial accountability provisions including independent annual audits, oversight from a citizens' committee, and public review of the expenditure plan. All revenue will be controlled locally, with no funds for County salaries or pensions.

(**EMERGENCY**) Police, paramedics, and firefighters support this measure because they rely on safe roads in good condition to reach people who need help quickly. Supporting this measure will ensure that our rural and neighborhood roads are in good condition for firetrucks and ambulances when they're needed.

^(**AMOUNT**) This measure would cost just one penny for every dollar. And it would not apply to necessities like groceries and medicine.

# Messages in Support of a Measure; Continued

*(Ranked in Order of Effectiveness)*

**^(WORST-CASE SCENARIO)** Without this measure, the County will only have funding to keep a portion of the roads maintained; some will have to fail completely. Repairs and maintenance will be focused on the roads with the highest speed and traffic, with no funding left over for repairing neighborhood streets. Passing this measure provides stable, locally controlled funding to repair all our county streets and roads.

**^(MOTORIST COST)** Cracked and broken roads and potholes cost drivers money -- repairing broken axles, blown tires, and battered shock absorbers adds up to more than \$740 per year. This measure is a small price to pay for safe streets and roads in good repair.

**^(BACKLOG)** If you own a home or a car, you know that delaying maintenance and repairs only increases costs in the long run. This measure will help repair roads and bridges while construction costs are still affordable and before small repairs become bigger problems.

**(FIRE)** Equipment and truck traffic for wildfire response has caused damage to roads throughout the county. This measure will help repair our streets and roads, while better-preparing them for future wildfire or other natural disaster.



# Messages in Support of a Measure; Continued

*(Ranked in Order of Effectiveness)*

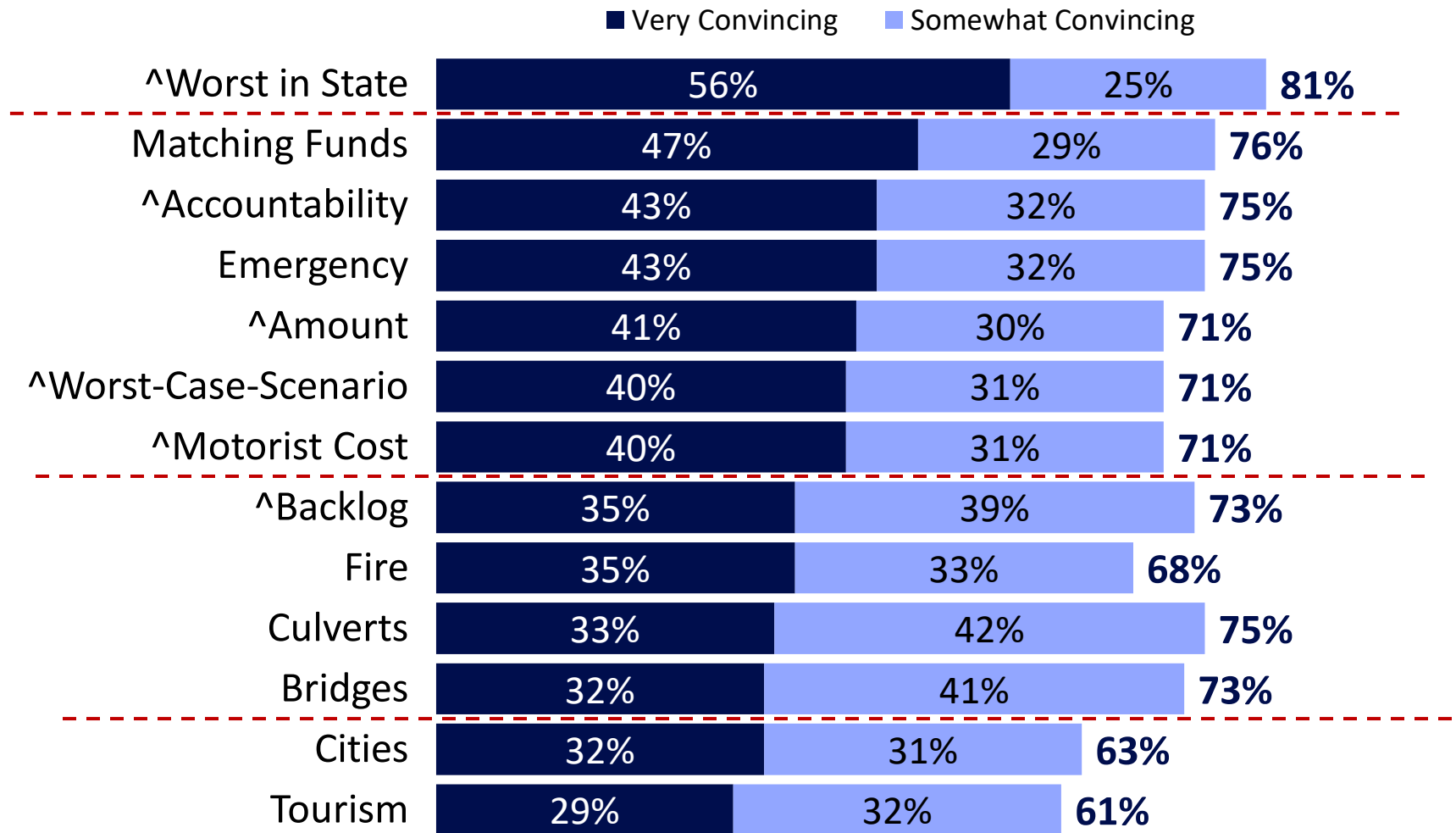
**(CULVERTS)** There are thousands of culverts providing drainage and preventing flooding of our rivers, lakes, and streams. Many are aging and deteriorating. This measure would invest in upgrading our culverts to prevent flooding and protect water quality in our rivers, lakes and streams.

**(BRIDGES)** Lake County has dozens of bridges which are aging and in need of repair or replacement. This measure would invest in upgrading our bridges so that they can withstand an earthquake, flooding, or just daily traffic.

**(CITIES)** Even with this measure, the unincorporated areas of Lake County will have a lower sales tax rate than Clearlake, Lakeport, Ukiah, or Santa Rosa.

**(TOURISM)** Because Lake County generates so much of its revenue from tourism, a significant percentage of this sales tax will be paid for by outside visitors who contribute to wear and tear on our roads.

# Highlighting that Lake County roads are some of the worst in the state is highly persuasive.



# Conclusions

# Conclusions

- While a two-thirds threshold for approval is a challenge, a sales tax for unincorporated Lake County road repairs and transportation investments could be viable in November 2020.
- Support begins above two-thirds (though not outside the margin of error) at 68% and increases to 73% after voters learn more about why the measure is needed. More than three in five are consistent supporters throughout a pro and con exchange.
- Lake County voters clearly see a need for additional funding for streets and roads, and highly value basic repairs and maintenance.
- Wildfire risk and road conditions and safety are top-ranking issues; local tax amounts are a much less-serious concern in principle.
- Matching fund eligibility is a persuasive motivator for supporters. Highlighting that the roads are among the worst in the state, and the need to invest in repairs to keep roads safe for emergency vehicles also resonate broadly.
- However, a few critical statements reduce the “yes” vote below the two-thirds threshold. Confidence that the County would spend money wisely is not strong.

**For more information, contact:**



**OPINION  
RESEARCH  
& STRATEGY**

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**Dave Metz**

Dave@FM3research.com

**Miranda Everitt**

Miranda@FM3research.com



## LAKE COUNTY/CITY AREA PLANNING COUNCIL STAFF REPORT

**TITLE:** Award of FY 17/18 & 18/19 Highway Infrastructure Program Funding

**DATE PREPARED:** 04/01/20

**MEETING DATE:** 04/08/20

**SUBMITTED BY:** Nephela Barrett, Planning Principal

**BACKGROUND:** The Highway Infrastructure Program (HIP) is a federal funding source available for award by the RTPA for road/street/highway construction projects. The Lake County region has an available apportionment of \$167,746 for FY 17/18 and \$236,342 for FY 18/19. Funds must be used on facilities that are on the Federal Aid System, classified higher than a rural minor collector. These funds can be combined to be used on one single project. FY 17/18 funds must be obligated by September 30, 2021, and FY 18/19 funds by September 30, 2022. There is a 20% non-federal match required. This program was included in the most recent Federal transportation bill (FAST Act). Initially, it was unclear if this funding source would continue, however, we have recently learned that there will be a third year of funding available in the amount of \$68,616, which will be discussed with the TAC at a future meeting.

Staff discussed the funds and possible award options with the TAC at multiple meetings. Given the limitations on the use of the funds and the timeline for obligation, the options are somewhat limited. The primary options are to award funding for an existing federalized project that is far along in project development or a new project with simple project development. The TAC discussed these options and potential projects and ultimately recommended that the \$404,088 in HIP funding be awarded to the County of Lake's South Main & Soda Bay Road Project, which will result in reconstruction and widening of the corridor.

The project, which is programmed in two segments, is in the final stages of project development, with award of a construction contract in 2021. This project is currently funded through a combination of STIP funds awarded by the APC, federal Demonstration (earmark) funding, and local funds.

At this time, it is recommended that the APC Board approve programming of the available FY 17/18 and 18/19 HIP funds for the County's South Main & Soda Bay Road Project. Following approval by the Board, staff will submit a request to Caltrans to have the funding programmed in the Federal State Transportation Improvement Program (FSTIP). Once the FSTIP programming is complete, the County will be able to request authorization of the funding as soon as they are ready.

**ACTION REQUIRED:**

Approve programming of the available HIP funding for the County of Lake's South Main Street & Soda Bay Road Project.

**ALTERNATIVES:**

1. Continue this item to a later meeting.
2. Award the funding to a different project.

**RECOMMENDATION:** The TAC has recommended the following:

Award the FY 17/18 and 18/19 Highway Infrastructure Program (HIP) funding totaling \$404,088 to the County of Lake for their South Main Street & Soda Bay Road Projects.



# LAKE COUNTY/CITY AREA PLANNING COUNCIL

## STAFF REPORT

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**TITLE:** Options for Comprehensive Staffing Services Starting October 1, 2020– Executive Committee Recommendation      **DATE PREPARED:** 4/1/20  
**MEETING DATE:** 4/8/20

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**SUBMITTED BY:** Lisa Davey-Bates, Executive Director

---

### **BACKGROUND:**

All staffing for the Lake Area Planning Council is provided through contracts with private consulting firms. Previously provided through a single contract, the administrative and planning functions were separated in 2014. In 2014, a competitive procurement process was followed which included separate Requests for Proposals for the administration and planning functions. The RFPs indicated an initial contract period of five years, with up to five one-year extensions. Only one proposal was received for each of the RFPs—from Davey-Bates Consulting for administration and Dow & Associates for planning, and contracts were awarded to the two companies, consistent with the terms identified in the RFP.

The first extension period to the initial contract will end on September 30 of this year. Although nearly six months remain, it is necessary to consider options for these services at this time as the process could be lengthy depending on the approach selected.

There are two basic contract options available for Lake APC's consideration. The option also exists to convert to a public employee model for staffing rather than having staffing provided by contract, although that was considered and rejected prior to the initiation of the advertising process five years ago. The contracting options are as follows:

1. Exercise the option to extend the existing contracts.
2. Prepare Requests for Proposal for these services and seek new proposals.

*(Note: DBC and Dow employees are not able to prepare these RFPs, which means that an agency would need to be identified from among the joint powers member agencies to take on the procurement process.)*

The Executive Committee met on March 11, 2020, and after a lengthy discussion, agreed by consensus to recommend the full Lake APC Board exercise the option to extend the existing contracts. The Committee members further directed Lake APC staff to draft extensions of the Professional Services Agreement for both contractors which are attached for review and consideration. The draft minutes of the Executive Committee meeting are included for your review in Agenda Item #13 of the Information Packet.

---

**ACTION REQUIRED:** Select a preferred approach to continue administrative and planning staffing for Lake APC beyond September 30, 2020.

---

### **ALTERNATIVES:**

Continue this item to a later meeting.

---

**RECOMMENDATION:** The Executive Committee has recommended the following actions: Proceed with extensions of the existing contracts for Fiscal & Administrative Services and Planning Services for Lake APC, Lake Transit and Lake SAFE for a period of one year (October 1, 2020 through September 30, 2021).

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# LAKE COUNTY/CITY AREA PLANNING COUNCIL

## EXTENSION of PROFESSIONAL SERVICES AGREEMENT with Davey-Bates Consulting

This **Second Extension** of the Agreement for Professional Services between the Lake County/City Area Planning Council, herein after referred to as “**APC**” and Davey-Bates Consulting, hereinafter referred to as “**Contractor**”, first entered into on September 26, 2014, Amended on April 8, 2015, and again on January 10, 2018, extended for a period of one year on April 10, 2019, is now being entered into on April 8, 2020, by and between **APC** and **Contractor**.

Whereas, the current Professional Services Agreement will expire on September 30, 2020; and

Whereas, Section 13. Contract Terms, of the existing agreement states, “*Agreement may be extended for an additional five (5) one-year periods upon written agreement by the APC and CONTRACTOR*”:

**APC** and **Contractor** agree to the following extension provisions:

1. The term of this Agreement shall be extended from October 1, 2020 through September 30, 2021.
2. Compensation shall be at annual base rates identified in Exhibit A, effective as of the APC Fiscal Year Budget for the term of this extension.
3. Beyond September 30, 2021, APC and Contractor may extend the existing agreement pursuant to current terms and conditions and consistent with the extended Cost Plan in Exhibit A for Administrative and Fiscal Services and Lake County Service for Freeway Emergencies (SAFE).
4. If APC or Contractor do not wish to proceed with a subsequent extension, they must provide written notice at least one hundred twenty (120) days in advance of intent to terminate or negotiate future extensions.

ALL OTHER TERMS AND CONDITIONS of the original agreement, and first and second amendments shall remain in full force and effect unless amended in writing by both **APC** and **Contractor**.

In WITNESS WHEREOF, the parties hereto have caused their duly authorized officers to execute this Professional Services Agreement Extension in duplicate.

\_\_\_\_\_  
Lisa Davey-Bates, Principal  
Davey-Bates Consulting  
Council

\_\_\_\_\_  
Stacey Mattina, Chair  
Lake County/City Area Planning

Date: \_\_\_\_\_

Date: \_\_\_\_\_



<b>Lake Area Planning Council Administrative and Fiscal Services</b>			
<b>Fiscal Year</b>	<b>Previous Year Base Contract Amount</b>	<b>11.5% Benefit Increase</b>	<b>New DBC Base Contract</b>
<del>2019/20</del>	<del>\$448,582</del>	<del>\$2,482</del>	<del>\$451,064</del>
<b>2020/21</b>	\$451,064	\$2,767	<b>\$453,831</b>
<b>2021/22</b>	\$453,831	\$3,086	<b>\$456,917</b>
<b>2022/23</b>	\$456,917	\$3,441	<b>\$460,358</b>
<b>2023/24</b>	\$460,358	\$3,836	<b>\$464,194</b>
<b>Lake County Service Authority for Freeway Emergencies Administrative and Fiscal Services</b>			
<b>Fiscal Year</b>	<b>Previous Year Base Contract Amount</b>	<b>11.5% Benefit Increase</b>	<b>New DBC Base Contract</b>
<del>2019/20</del>	<del>\$15,736</del>	<del>\$115</del>	<del>\$15,851</del>
<b>2020/21</b>	\$15,851	\$128	<b>\$15,979</b>
<b>2021/22</b>	\$15,979	\$143	<b>\$16,122</b>
<b>2022/23</b>	\$16,122	\$159	<b>\$16,282</b>
<b>2023/24</b>	\$16,282	\$178	<b>\$16,459</b>

Rates reflect 11.5% Health, Dental and Vision Increases consistent with the original proposal submitted by Davey-Bates Consulting (July 9, 2014). In addition, an annual and accumulate Cost of Living Adjustment (COLA) will be applied to New Base Amount based on the California Consumer Price Index (All Urban Consumers, California Department of Industrial Relations, Division of Labor Statistics and Research).

Extension periods are from October 1 – September 30 of the following year, however, base amounts will take effect at the start of each fiscal year. The second extension period will be effective October 1, 2020 through September 30, 2021.

# LAKE COUNTY/CITY AREA PLANNING COUNCIL

## PROFESSIONAL SERVICES AGREEMENT EXTENSION

with

**Dow & Associates**

This extension of the Agreement for Professional Services between the Lake County/City Area Planning Council, herein after referred to as “**APC**” and Dow & Associates, hereinafter referred to as “**Contractor**”, first entered into on September 26, 2014, Amended on April 8, 2015, and extended for a period of one year on April 10, 2019, is now entered into on \_\_\_\_\_, 2020, by and between **APC** and **Contractor**.

Whereas, the current extension period of the Professional Services Agreement will expire on September 30, 2020; and

Whereas, Section 13. Contract Terms, of the existing agreement states, “...*Agreement may be extended for an additional five (5) one-year periods upon written agreement by the APC and CONTRACTOR*; and

**APC** and **Contractor** agree to the following extension provisions:

1. The term of this Agreement shall be extended from October 1, 2020 through September 30, 2021.
2. Compensation shall be at annual base amounts identified in the attached Exhibit A, which take effect at the start of each Fiscal Year and are adjusted using the cumulative California Consumer Price Index.
3. Beyond September 30, 2021, **APC** and **Contractor** may extend the existing agreement pursuant to current terms and conditions and consistent with the extended Cost Plan Summary for Planning Services to the Lake County/City Area Planning Council and Lake County Service Authority for Freeway Emergencies (SAFE) outlined in Exhibit A.
4. If **APC** or **Contractor** do not wish to proceed with a subsequent extension, they must provide written notice at least one hundred twenty (120) days in advance of intent to terminate or negotiate future extensions.

ALL OTHER TERMS AND CONDITIONS of the original agreement and first amendment shall remain in full force and effect unless amended in writing by both **APC** and **Contractor**.

In WITNESS WHEREOF, the parties hereto have caused their duly authorized officers to execute this Professional Services Agreement Extension in duplicate.

\_\_\_\_\_  
Nephele Barrett, Owner  
Dow & Associates

\_\_\_\_\_  
Stacey Mattina, Chair  
Lake County/City Area Planning

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Exhibit A  
 Extended Cost Plan Summary

Planning Services to the Lake County/City Area Planning Council			
	Previous Year Base	Increase	New Base Amount
FY 19/20 (1st Ext)	\$ 246,637	\$ 1,886	\$ 248,523
FY 20/21 (2nd Ext)	\$ 248,523	\$ 2,103	\$ 250,626
FY 21/22 (3rd Ext)	\$ 250,626	\$ 2,345	\$ 252,970
FY 22/23 (4th Ext)	\$ 252,970	\$ 2,614	\$ 255,585
FY 23/24 (5th Ext)	\$ 255,585	\$ 2,915	\$ 258,500

Lake County Service Authority for Freeway Emergencies (SAFE)			
	Previous Year Base	Increase	New Base Amount
FY 19/20 (1st Ext)	\$ 26,869	\$ 205	\$ 27,074
FY 20/21 (2nd Ext)	\$ 27,074	\$ 229	\$ 27,304
FY 21/22 (3rd Ext)	\$ 27,304	\$ 255	\$ 27,559
FY 22/23 (4th Ext)	\$ 27,559	\$ 285	\$ 27,844
FY 23/24 (5th Ext)	\$ 27,844	\$ 318	\$ 28,161

Notes:

Annual Base Amount includes health care increases, as established in Exhibit A of the original contract. Annual Base Amounts will be adjusted each year using the cumulative California Consumer Price Index California, All Urban Consumers, as stated in Exhibit A of the original contract.

Extension periods are from October 1 of each year through September 30 of the following year. However, new contract amounts will take effect at the start of each Fiscal Year.

The current extension period, 10/1/20 through 9/30/21, covers the last three quarters of FY 20/21 and first quarter of FY 21/22.



## LAKE COUNTY/CITY AREA PLANNING COUNCIL STAFF REPORT

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**TITLE:** Meetings Attended by APC Staff

**DATE PREPARED:** March 20, 2020

**MEETING DATE:** April 8, 2020

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**SUBMITTED BY:** Lisa Davey-Bates, Executive Director

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**BACKGROUND:**

Since our last Lake County/City Area Planning Council (APC) meeting packet, Administration and Planning staff has attended (or will have attended) the following statewide and local meetings on behalf of APC:

1. Lake APC Meeting 2/12/20  
Lakeport  
(Davey-Bates, Pedrotti, Sookne, Speka, Casey, Parker)
2. Eleventh Street Corridor Study Meeting w/City Staff 2/13/20  
Teleconference  
(Davey-Bates, Speka)
3. APC - Planning Coordination Meeting 2/18/20  
Ukiah  
(All)
4. Tech Transfer Finding and Programming Training 2/19 - 20/20  
San Jose  
(Sookne, Speka, Casey)
5. Lake TAC Meeting 2/20/20  
Lakeport  
(Barrett, Pedrotti, Casey)
6. Wildfire Resilience Grant 2/24/20  
Webinar  
(Davey-Bates, Barrett)
7. Vehicle Miles Traveled (VMT) Regional Baseline Study Pre-TAG 2/25/20  
Teleconference  
(Davey-Bates, Sookne, Speka, Casey)
8. Vehicle Miles Traveled (VMT) Regional Baseline Study TAG 2/26/20  
Teleconference  
(Davey-Bates, Sookne, Speka, Casey)
9. Local Partnership Program Performance Metrics Meeting w/CTC Staff 2/27/20  
Ukiah  
(Barrett)
10. Lake 29/53 Concept - ATP Application w/Caltrans 2/27/20  
Teleconference  
(Davey-Bates, Speka)

- |  |         |
|--|---------|
| 11. Lake County Wildfire Resilience Grant<br>Teleconference<br>(Davey-Bates, Sookne, Speka, Casey)     | 3/3/20  |
| 12. APC - Planning Coordination Meeting<br>Ukiah<br>(All)  | 3/3/20  |
| 13. SR 53 Corridor Study Update Meeting<br>Teleconference<br>(Davey-Bates, Casey)                      | 3/4/20  |
| 14. Lake County Wildfire Grant Update Meeting<br>Teleconference<br>(Davey-Bates, Sookne, Speka, Casey) | 3/4/20  |
| 15. Lake County Wildfire Grant Update Meeting<br>Teleconference<br>(Davey-Bates, Sookne, Speka, Casey) | 3/4/20  |
| 16. Voter Survey Update Meeting<br>Ukiah<br>(Davey-Bates, Barrett, Casey)                              | 3/9/20  |
| 17. Executive Committee Meeting<br>Lower lake<br>(Davey-Bates, Barrett, Pedrotti)                      | 3/11/20 |
| 18. APC - Planning Coordination Meeting<br>Ukiah<br>(All)  | 3/17/20 |
| 19. Lake TAC Meeting<br>Teleconference<br>(Davey-Bates, Barrett, Sookne, Speka, Casey)                 | 3/19/20 |
| 20. Guidelines for Remote Meetings<br>Webinar<br>(Pedrotti, Parker)                                    | 3/19/20 |
| 21. CTC/RTPA Meeting<br>Teleconference<br>(Davey-Bates, Barrett)                                       | 3/19/20 |
| 22. Rural Counties Task Force (RCTF)<br>Teleconference<br>(Davey-Bates, Barrett)                       | 3/20/20 |

- |   |         |
|---|---------|
| 23. California Transportation Commission (CTC)<br>Teleconference/Webinar<br>(Davey-Bates, Barrett, Casey) | 3/20/20 |
| 24. Active Transportation Program Grant Training<br>Webinar<br>(Speka, Casey)                             | 4/2/20  |
| 25. Lakeport Traffic Safety Advisory Committee<br>Teleconference<br>(Davey-Bates, Speka)                  | 4/6/20  |

I will provide information to Board members regarding the outcome of any of these meetings as requested.

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**ACTION REQUIRED:** None.

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**ALTERNATIVES:** None identified.

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**RECOMMENDATION:** None. This is for your information only.



## LAKE COUNTY/CITY AREA PLANNING COUNCIL STAFF REPORT

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**TITLE:** Status of Sustainable Transportation Planning Grants

**DATE PREPARED:** April 1, 2020

**MEETING DATE:** April 8, 2020

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**SUBMITTED BY:** John Speka, Senior Transportation Planner

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**BACKGROUND:** There are currently four planning projects administered by Lake APC funded by the Sustainable Communities Planning Grant program. Three of them are nearing completion, while the fourth is approximately half way finished. The following is a summary of each of the projects:

**Lake Transit Authority Bus Passenger Facility Plan** – The actual Plan was adopted by the Lake APC Board in December 2019. Its purpose was to determine passenger facility needs focusing on bus stop improvements that could help with the overall performance of LTA services such as new or replacement signs, shelters, benches or Americans with Disabilities (ADA) amenities. The adopted Plan includes an inventory of current LTA facilities with a list of short- and long-term priorities to be implemented as funding allows. The final phase of the project involves the preparation of a Memorandum of Agreement (MOA) between LTA and the local member jurisdictions to implement and/or maintain improvements identified within the Plan. A draft MOA has been prepared and will be presented the LTA Board later today.

**Hwy 20 Northshore Communities Traffic Calming Plan** - The project evaluates the needs, priorities and feasibility of traffic calming measures through four lake front communities along Clear Lake's north shore: Nice, Lucerne, Glenhaven and Clearlake Oaks. Potential projects stemming from the Plan include bicycle, pedestrian and transit friendly options intended to improve the attractiveness and overall livability of the unincorporated towns. The study will guide Caltrans and local investment in the north shore communities along the Minor Arterial segment of State Route 20 between the junctions of Route 29 and State Route 53.

A draft of the final Plan was presented to the TAC at their March 19 meeting. Caltrans comments received at that meeting are currently being addressed by the consultant with the goal of having the final draft before the APC Board in May.

**Eleventh Street Corridor Multimodal and Engineered Feasibility Study** - The project examines options for potential multimodal (bicycle and pedestrian) improvements within the corridor. Three segments of Eleventh Street were analyzed for the study including: 1) from SR 29 to the Post Office (westernmost end of Safeway shopping center), 2) Post Office to Pool Street, and 3) Pool Street to Main Street. The third segment has always been the biggest challenge due to the narrowness of the street, the lack of accessible sidewalks and the residential neighborhoods which border Eleventh in this area. Feedback received as part of the project's public outreach suggest that city residents would like to see a bike route within the corridor. This led to the possibility of two alternatives. The first is for bike lanes and widened sidewalks within the Eleventh Street right-of-way, and the second for an option without bike lanes but a center left turn lane instead along this segment of Eleventh Street. A "bicycle boulevard" along Tenth Street (parallel to the south) was added to the proposed designs of both options, considered a safer bike route with or without bike lanes on Eleventh.

The draft document was presented to the TAC at the March 19 meeting with comments received to be incorporated into a revised draft. The next step will be a presentation to the City's Traffic Safety

Advisory Committee (TSAC) on April 6, with the final draft to be brought before the Lakeport City Council for approval. A report to the APC Board on these final steps is expected the following month.

**Vehicle Miles Traveled (VMT) Regional Baseline Study**- This project addresses newly adopted guidelines for the California Environmental Quality Act (CEQA) set to take effect on January 1, 2020. As of that date, development projects will be required to analyze traffic impacts in terms of Vehicle Miles Traveled (VMT), as opposed to the currently used method of evaluating Level of Service (LOS) impacts, as a means of reducing Greenhouse Gas (GHG) emissions. The study will look at existing traffic conditions in the region to arrive at a baseline standard from which to determine significance thresholds for future development projects proposed after that date. Results of the project can be used by agency officials in the region to make the appropriate impact determinations for CEQA projects within their respective jurisdictions. Currently, the consultant is analyzing available data and traffic demand models from which they can derive baseline figures. The next Technical Advisory Group (TAG) meeting will be scheduled later in the month to go over these findings.

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**ACTION REQUIRED:** None, informational only

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**ALTERNATIVES:** None

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**RECOMMENDATION:** None





## LAKE COUNTY/CITY AREA PLANNING COUNCIL STAFF REPORT

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**TITLE:** SR53 Corridor Local Circulation Study Project  
Strategic Partnerships Planning Grant Update

**DATE PREPARED:** 04/01/20  
**MEETING DATE:** 04/08/20

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**SUBMITTED BY:** Danielle Casey, Project Coordinator

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**UPDATE:**

The SR53 Corridor Local Circulation Study conducted by TJKM is proceeding as originally scheduled. Currently TJKM staff is reviewing our prior studies, documents, and computer data as needed for preliminary research.

Lake APC has applied for an encroachment permit that will allow TJKM as subcontractor to place traffic count equipment on SR53 and adjoining intersections. Caltrans received our permit application on March 17, 2020. The regularly scheduled turn-around time for an application to become a permit is 30 to 60 days. Lake APC staff has not received word if this time will be increased due to Caltrans' telework situation as a result of the state Shelter-in-Place order.

At the prior Board Meeting I commented that the intersections of Jessie Street and Kugelman Street were not going to be studied. After concern was expressed by the board, I have contacted the consultant and asked them to include the intersections in the study. Below is a list of all intersections being studied:

1. SR 53 / SR 20 (All-Way Stop)
2. SR 53 / Ogulin Canyon Road North (One-Way Stop)
3. SR 53 / Ogulin Canyon Road South (One-Way Stop)
4. SR 53 / Old Highway 53 (One-Way Stop)
5. SR 53 / Olympic Drive (Signalized)
6. SR 53 / Polk Avenue (Two-Way Stop)
7. SR 53 / 40th Avenue-Lakeshore Drive (Signalized)
8. SR 53 / 18th Avenue (Signalized)
9. SR 53 / Dam Road-Old Highway 53 (Signalized)
10. SR 53 / Anderson Ranch Parkway (One-Way Stop)
11. SR 53 / State Route 29 (Signalized)
12. SR 53 at Kugelman St (4-lane segment)
13. SR 53 at Jessie St (4-lane segment)

With regards to the current pandemic and health-crisis, Lake APC realizes that current and near-future congestion and traffic counts will not reflect the numbers that originally required this type of study. We realize that the original timeline for the study will require revision. When the state is able to return to its normal daily functions, Lake APC, in consultation with Caltrans, the grantor, will work with TJKM to revise the timeline for the project.

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**ACTION REQUIRED:** None. For information only.

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## LAKE COUNTY/CITY AREA PLANNING COUNCIL STAFF REPORT

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**TITLE:** Lake APC Operations During the Covid-19 Emergency

**DATE PREPARED:** 04/01/20

**MEETING DATE:** 04/08/20

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**SUBMITTED BY:** Lisa Davey-Bates, Executive Director

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### **BACKGROUND:**

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During the COVID-19 emergency, Lake APC is striving to continue moving important transportation projects and services forward, while also ensuring the health and safety of our staff and the community.

Lake APC's office is now closed to the public and will remain so until restrictions are lifted. While the shelter-in-place order is in effect, the majority of APC staff is working from home. We will, however, maintain a minimal level of staffing in the office in order to "engage in certain essential activities and work for essential business and government services", as defined in the Order of the Health Officer (No. C20-3) on March 18, 2020.

Although the April 8 Board meeting will be conducted via teleconference with the typical call-in option, staff is considering other options for future meetings if the shelter-in-place order is extended. In accordance with the modified Brown Act Requirements established by Executive Order N-29-20, the public will also be able to participate by telephone. We are however, encouraging anyone who would like to provide input on agenda items do so in advance via email.

The COVID-19 crisis is, of course, having an impact on our partner agencies as well. We've learned that several grant programs are likely to be delayed, including the Active Transportation Program. In anticipation of local and regional agencies experiencing project delays, the California Transportation Commission will be developing new timely use of funds policies. APC staff will be participating in workshops to guide development of these policies.

There are concerns about how the pandemic will affect local funding revenues in the upcoming months, which we will talk about further at the May APC meeting. Transit funding recently made available through the CARES Act will also be discussed, along with any other updated financial information from State or Federal sources.

If any further modifications to the Area Planning Council are required during this emergency, we will do our best to keep Board members, local agencies, and the public informed.

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**ACTION REQUIRED:** None – Informational Only

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**ALTERNATIVES:** None Identified.

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**RECOMMENDATION:** Stay Home and Stay Healthy!



## Funding Update

March 27, 2020

# House Passes \$2 Trillion Emergency Funding Package, Sends Bill to President

Earlier this morning, the United States House of Representatives passed the [Coronavirus Aid, Relief, and Economic Security \(CARES\) Act](#), the \$2 trillion economic aid package that includes \$25 billion in emergency funding for public transportation. The President is expected to sign the funding package upon receipt.

Based on [preliminary](#) estimates, transit funding is expected to flow to California as follows:

- FTA 5307 – Urbanized Area Formula Grants: \$2,360,301,615
- FTA 5311 – Formula Grants for Rural Areas: \$86,790,829
- FTA 5337 – State of Good Repair Grants: \$1,175,496,694
- FTA 5340 – Growing States/High Density States: \$127,690,194

**Funding for California is expected to total more than \$3.75 billion.\*\***

Funding from the package will be apportioned no later than 7 days after its enactment. Funding can be used for “operating costs to maintain service and lost revenue due to the coronavirus public health emergency, including the purchase of personal protective equipment, and paying the administrative leave of operations personnel due to reductions in service.” Critically, funding from this funding package does not require matching funds and will be available to transit agencies until expended.

In response to the passage of the funding package, state leaders thanked Congress for their actions and highlighted the importance of the emergency funding to local entities.

Governor Gavin Newsom issued a press release stating “[t]he stimulus bill passed today...provides direct aid to state and local governments so that we can respond to this emergency and aid communities and families during this time...[s]tates and local governments are on the front lines of fighting this pandemic -- scaling up the capacity of our health system, supporting first responders, providing food aid, and supporting workers as they seek to make ends meet amid massive job losses. State and local governments will need additional and flexible funding to ensure they can continue responding to this crisis and continue critical services...California will work closely with our federal partners for more help to ensure that Californians can quickly recover from the economic, health, and humanitarian impacts from COVID-19.”

Senate President pro Tem Toni Atkins similarly applauded the passage of the funding package, noting “I applaud our federal government for reaching consensus on Phase 3 efforts to combat the economic effects of COVID-19...critically important to California, **this package includes billions of dollars to support states, local governments, schools and universities, and public transit systems, which have all been hard hit by this emergency.**”

We thank California’s Congressional delegation, the American Public Transportation Association, and all of our members who stepped up to fight for the nation’s transit riders during these uncertain times.

Congratulations, and thanks to all of you for your tireless work!

\*\*Note: The preliminary estimates include \$187.5 million for Federal Transit Administration oversight nationwide. Per the language of the bill, FTA oversight is capped at \$75 million. We are exploring this discrepancy, which will ultimately impact the program-by-program estimates.

For questions about this Funding Update, please contact Executive Director Joshua W. Shaw ([josh@caltransit.org](mailto:josh@caltransit.org)), Deputy Executive Director Michael Pimentel ([michael@caltransit.org](mailto:michael@caltransit.org)) or Legislative Advocate Matt Robinson ([matt@caltransit.org](mailto:matt@caltransit.org)).

# *Information*

# *Packet*



# LAKE COUNTY/CITY AREA PLANNING COUNCIL

Lisa Davey-Bates, Executive Director  
www.lakeapc.org

367 North State Street, Ukiah, CA 95482  
Administration: Suite 204 ~ 707-234-3314  
Planning: Suite 206 ~ 707-263-7799

## EXECUTIVE COMMITTEE (DRAFT) MEETING MINUTES

Wednesday, March 11, 2020

**Location:** Lake Transit Authority  
9240 Highway 53, Lower Lake, California

### **Present**

Moke Simon, Supervisor, County of Lake  
Stacey Mattina, City Council Member, City of Lakeport  
Russell Perdock, City Council Member, City of Clearlake

### **Also Present**

Lisa Davey-Bates, Executive Director, Admin. Staff – Lake APC  
Alexis Pedrotti, Admin. Staff - Lake APC  
Nephele Barrett, Planning Staff – Lake APC

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### **1. Call to Order/Roll Call**

The meeting was called to order at 9:04 am. Members present: Simon, Mattina, and Perdock – Absent: None.

### **2. Approval of March 16, 2019 Minutes**

*Director Simon made a motion to approve the March 16, 2019 Draft Meeting Minutes, as presented. The motion was seconded by Director Mattina. Ayes (2)-Directors Simon and Mattina; Noes (0); Abstain (1) Director Perdock; Absent (0).*

### **3. Discussion and Recommendation of Contract Options between Lake Area Planning Council and Davey-Bates Consulting for Administrative Services and Dow & Associates for Planning Services**

A staff report outlining the historical procedures and activity leading up to the current contract was included in the packet for review and discussion. It outlined the staffing for the Lake Area Planning Council (APC) which is provided through contracts with private consulting firms, Davey-Bates Consulting and Dow & Associates. Prior to the current contracts, Dow & Associates operated and maintained one single contract for the Lake APC.

Division between the Administration and Planning functions was the result of an audit performed by Caltrans in 2014. The Lake APC was separated into two separate contracts, the Administration and the Planning. At that time, a competitive procurement process was followed which included separate Requests for Proposals for the administration and planning functions. The RFPs indicated an initial contract period of five years, with up to five one-year extensions. Only one proposal was received for each of the RFPs—from Davey-Bates Consulting for administration and Dow & Associates for planning, and

contracts were awarded to the two companies, consistent with the terms identified in the RFP.

Currently, both contractors are fulfilling their first, one-year contract extension. The Executive Committee met in March 2019 to discuss options moving forward, as the end of the five-year contract was set to expire September 30, 2019. After discussing all options in March 2019 and recognizing the valuable experience and track record of DBC and Dow staff, coupled with the fact that resources in the county were scarce, the Executive Committee recommended moving forward with first one-year extension.

The first one-year extension will expire this year, APC Administration and Planning Staff Consultants presented options for the upcoming contract year. Available options moving forward into the upcoming contract year include:

Option 1: Execute a full contract procurement, including the development and release of a Request for Proposal (RFP).

**Or**

Option 2: Continue exercising the extension option included in the RFP, for up to five one-year contract extensions. This would be the second year of the one-year contract extensions, leaving three more available.

As part of last years proposal package submitted to the Executive Committee, both contractors included a cost plan proposal that outlined the upcoming contract base amounts based on 11.5% insurance increases only. The CPI increase would be added to the base contract once that amount is determined every year. This process is consistent with the previous contracts.

Consistently with last year, the Executive Committee furnished valuable comments about the consistency and valuable work performed by the two contractors and all expressed agreeance with moving forward with an additional one-year extension.

Director Mattina did want to ensure with all the work both contractors have assumed over the past six years, that both contractors remain confident they can complete the job as necessary. Particularly LTA, Director Mattina understands the large amount of workload and demanding necessity it requires.

Nephele Barrett responded in respects to the Planning Contract, explaining that allowing for some flexibility in the contractual hours spent by her staff would be very valuable and helpful, especially when staff is working to submit grant applications. Additionally, Lisa Davey-Bates reiterated the flexibility, but feels the transition has been moving along and becoming more adjusted within her staff. Alexis Pedrotti reminded the group of the continuous shifting and transitioning that has happened over the past 6 to 7 years; beginning with the division of the Administration and Planning Contracts; to Mark Wall's retirement and DBC assuming the LTA Administration functions and finally Phil Dow's retirement and Nephele Barrett assuming his duties and purchasing his business. There has been an ongoing movement and shift, which has also encompassed rearranging and new hiring of staff. Moving forward into the new contract year, new staff will have settled into their positions and things will become more synchronized.

Additionally, Director Perdock offered the idea of sub-contracting for additional grant management if needed. The city has exercised this option and it seemed to help get relieve some stress.

Lisa Davey-Bates offered one additional clarification to her contract relating to direct expenses.

When amending the Lake Transit Authority administration duties and scope of work into the Lake APC Administration contract, Lisa assumed direct expenses would be billed similar to the way the Lake APC Administration contract operates. However, after looking farther into Mark Wall's contract, he assumed all the direct expenses in his contract and did not request any above and beyond membership dues and conference related expenses be reimbursed. Lisa would like to continue operating as she has under her Lake APC Administration contract, with the understanding the direct expenses above and beyond normal/routine meetings are reimbursable through the agency. The Executive Committee agreed and felt these conferences and membership dues are an essential piece to the operations and administration of the Transit Authority.

*Director Perdock recommended to exercise the option to move forward in extending the existing contracts between the Lake County/City Area Planning Council and Davey-Bates Consulting and Dow & Associates for an additional year, as presented. The motion was seconded by Director Simon and carried unanimously.*

#### **4. Consideration of Regional Housing Related Planning and Application for State Regional Early Action Planning Funds**

Nephele Barrett included a staff report explaining the significant action more recently happening at the state level to increase planning to focus on the statewide housing crisis. In 2019, AB 101 (the budget trailer bill), formed the Local Government Planning Support Grants Program, to fund planning functions related to housing production and implementation of the Regional Housing Needs Allocation (RHNA). A component of this program is the Regional Early Action Planning (REAP) Program, providing one-time, formula-based funding to multi-county agencies or COGs responsible for RHNA. This program allows the APC to be eligible to receive a total of \$260,968, to be used for activities that “increase housing planning and accelerate housing production.” Eligible activities include providing technical assistance, performing infrastructure planning, and conducting feasibility studies. Funds may also be suballocated to cities and counties for these activities.

The REAP Program will allow eligible agencies to apply for 25% of the available regional funds immediately, leaving the remaining 75% available to expend until August 2023. Initial discussions with the local agency planning and community development departments and Technical Advisory Committee have identified ideas for potential projects that may be considered if funding becomes available.

The funding is considered “over the counter”, meaning that it’s not competitive. However, APC staff is still required to prepare an application outlining the proposed use for the funding. Additionally, the application will require an approved resolution. This funding is administered by the Department of Housing and Community Development, which will also require a new Master Agreement.

If directed by the Executive Committee, staff will develop a draft request to present to the APC board in April for the initial amount of funding. Although we can request up to \$65,242 immediately, we would likely request a lower amount in order to leave more available for projects. We will then work with local agency planning and community development staff to identify projects and develop an application for the balance of the funding.

Executive Committee members discussed requirements of the REAP Program, as well as the funding that would go directly to cities and counties. Additionally, they discussed the possible repercussions if the local agencies did not apply for this funding and/or the benefit to applying.

Given the non-complicated application process, the Executive Committee directed staff to prepare an application for the initial amount to be considered by the APC Board. Due to concerns about potential demands on local agency and APC staff time, the Executive Committee also directed staff to seek further feedback from TAC members prior to presenting the application to the Board.

**5. Public Input on any item under the jurisdiction of this agency, but which is not otherwise on the above agenda**

None

**6. Reports/Information**

Lisa Davey-Bates and Nephele Barrett gave a brief report on the results the consultant found with the Voter Opinion Polling for Lake County.

**7. ADJOURNMENT**

The meeting was adjourned at 10:01 a.m.

Respectfully Submitted,

***DRAFT***

Alexis Pedrotti  
Project Manager





# LAKE COUNTY/CITY AREA PLANNING COUNCIL

Lisa Davey-Bates, Executive Director  
[www.lakeapc.org](http://www.lakeapc.org)

367 North State Street, Ukiah, CA 95482  
Administration: Suite 204 ~ 707-234-3314  
Planning: Suite 206 ~ 707-263-7799

## TECHNICAL ADVISORY COMMITTEE MEETING Draft Meeting Minutes

Thursday, March 19, 2020  
9 a.m.

Audioconference (in response to “Shelter-in-Place” directive)

367 N. State St., Ste. 208  
Ukiah, California

### Present

Doug Grider, City of Lakeport  
Kevin Ingram, City of Lakeport  
Scott DeLeon, County of Lake  
Dale Goodman, City of Clearlake  
Saskia Rymer-Burnett, Caltrans District 1  
James Sookne, Lake Transit Authority  
Steve Weinberger, W-Trans Traffic Engineering Consultants  
Dalene Whitlock, W-Trans Traffic Engineering Consultants  
Barry Bergman, W-Trans Traffic Engineering Consultants  
Cayla McDonell, Local Government Commission

### Absent

Joel Skeen, California Highway Patrol

### Also Present

Nephele Barrett, Lake Area Planning Council  
Alexis Pedrotti, Lake Area Planning Council  
Lisa Davey-Bates, Lake Area Planning Council  
John Speka, Lake Area Planning Council  
Danielle Casey, Lake Area Planning Council

#### 1. Call to order

The meeting was called to order at 9:02 a.m.

#### 2. Approval of February 20, 2020 Lake APC TAC Minutes

*Motion by Kevin, seconded by Doug, and carried unanimously to approve the February 20, 2020 minutes as written.*

#### 3. Presentation and Possible Recommendation to Approve Draft Highway 20 Northshore Communities Traffic Calming Study

Steve Weinberger from W-Trans introduced the project through a screen-share (Go To Meeting) presentation. In general, the intent of the project was to evaluate the needs, priorities and feasibility of traffic calming measures along Highway 20 through four lake front communities along Clear Lake’s north shore: Nice, Lucerne, Glenhaven and Clearlake Oaks. The study analyzed current conditions and formulated potential projects such as

bicycle, pedestrian and transit friendly developments meant to improve the attractiveness and overall livability of the unincorporated towns. The project will be used to prioritize transportation improvements along the Highway 20 corridor and determine the feasibility of construction based on planning level cost estimates.

Several recommendations were discussed (e.g. pedestrian refuge islands, bike lanes, etc.) including colorized shoulders along portions of Highway 20 to visually narrow the paved roadway (traffic calming) and to also accommodate bicyclists and pedestrians by providing a visual separation between automobile and other uses. Doug Grider commented that colorized shoulders usually fade after a couple of years. Steve noted that certain materials or techniques last longer (although they are typically more expensive).

The project was in the final report stage and is expected to be completed over the next month or so. John noted that a list of comments was received from Caltrans the previous afternoon. While they were forwarded to W-Trans at the end of the day, they hadn't had a chance to review prior to today's presentation. Steve noted that they'd go through them and Lisa suggested a conference call with Caltrans in a week to address the issues raised. Scott De Leon deferred to Caltrans' comments as the recommended improvements were within their right-of-way. Doug Grider and Kevin Ingram from City of Lakeport had no comments to add. Saskia noted she'd discuss the comments with Alexis Kelso (who wrote them but was not at today's meeting to discuss). She'd also go over the issue raised by Doug earlier regarding the colorized shoulder treatments as well as some additional review of the cost estimates.

Due to the issues raised in the Caltrans comments, the TAC chose not to make a recommendation to the Board on the project, instead requesting that Caltrans' and other comments made at today's meeting be addressed by the consultant before moving forward to the Board for final adoption.

#### **4. Presentation and Possible Recommendation to Approve Draft Eleventh Street Corridor Plan**

Barry Bergman from W-Trans presented the project, again through Go To Meeting. The intent of the project was to analyze transportation alternatives along the Eleventh Street corridor within the City of Lakeport. It examined costs and options related to potential street widening projects as well the feasibility of other bicycle, pedestrian or transit facility improvements within the corridor. The focus of the study was on multimodal use and improving safety for non-motorized users of the street, which is one the City's primary east-west arteries to the downtown and lakefront areas.

The three segments that were analyzed were 1) from SR 29 to the Post Office (westernmost end of Safeway shopping center), 2) Post Office to Pool Street, and 3) Pool Street to Main Street. The third segment was the most challenging due to the narrowness of the street, the lack of accessible sidewalks and the residential neighborhoods which border Eleventh in this area. A good part of the online feedback suggested residents wanted bike lanes installed along this segment of the street, which led to the two alternatives focused on by W-Trans. The first was for bike lanes and widened sidewalks within the right-of-way and the second was for an option without bike lanes but a center left turn lane instead along this segment of Eleventh Street. A "bicycle boulevard" along Tenth Street (parallel to the south) was added to the proposed designs of both options, considered a safer bike route with or without bike

lanes on Eleventh. Doug Grider preferred the center turn lane option and believed that the bike boulevard concept to be sufficient, without the need for bike lanes on Eleventh. He also noted that many of those providing public comments seeking bike lanes on Eleventh were unaware that the Tenth Street bike boulevard was included in both designs. He believed that many would not have sought bike lanes on Eleventh had they known that the bike boulevard was to be included.

Recommendations were included in the draft plan for each of the three segments, which include sidewalks, bike lanes, bike lane buffers (where feasible), and also a mini-roundabout at Eleventh Street and Forbes Street where the most collisions had been recorded over the years. Lakeport City staff (Doug and Kevin) made their preference known, that being for left turn lanes along the residential segment of Eleventh Street. The next steps would involve the City's Traffic Safety Advisory Committee (TSAC) with a meeting on April 6.

*Doug made the motion that the TAC accept the draft Eleventh Street Corridor Plan, move it forward to the Lakeport Traffic Safety Advisory Committee, incorporate any comments/modifications as needed, and bring the final draft before the Lakeport City Council for adoption. Kevin seconded the motion and it was approved unanimously.*

**5. Discussion and Recommended Approval of the Fourth Amendment of the 2019/20 Overall Work Program**

Lexi noted that the item was meant to be removed from the agenda and instead to be taken up administratively, as it was only a small amount of funds to be transferred from one work element to another. No discussion or action was therefore needed by the TAC.

**6. Discussion of Regional Early Action Planning (REAP) Grant**

Nephele noted that staff had spoken with the Lake APC Executive Committee regarding the item. It involved housing related planning funds that the State was making available to the regional agencies (RTPAs) for use on local housing matters. In the essence of time (many TAC members were needing to leave due to Coronavirus related matters in their individual jurisdictions), Nephele was to solicit feedback from the agencies via email prior to bringing before the APC Board at their next meeting.

**7. Discussion on Local Road Safety Plans**

Nephele discussed briefly that each of the three jurisdictions had received funding to prepare Local Road Safety Plans (LRSPs). Both Lakeport and Clearlake had indicated that they'd like Lake APC to help prepare an RFP and hire a consultant to prepare plans for each jurisdiction. The County had at one time expressed a desire to prepare their own in-house plan. Nephele again extended the offer to include them in APC's consultant led plan preparation, which would begin next fiscal year (July 1). Scott De Leon noted that the County would like to be included, but would like to discuss some of the details. Lisa mentioned that no action is needed immediately, so details could be ironed out over the next month or so prior to including any work in next year's Work Program.

**8. Announcements and Reports**

**a. Lake APC**

**i. Update on Sustainable Transportation Planning Grants**

Updates were to be tabled on this item in the interest of time.

**ii. Update on Strategic Partnerships Grant**

An update was tabled on this item in the interest of time.

**iii. Update on Unincorporated County Tax Polling**

Because this was a time sensitive item, Danielle provided a quick update. The results of the surveys were to be presented to the County Board of Supervisors on April 7 so that they could be used to determine whether or not to have a measure placed on the November 2020 ballot. The consultant was to present to the Lake APC Board on April 8.

**iv. Miscellaneous- None**

**b. Lake Transit Authority**

**i. Miscellaneous**

Lisa noted briefly that routes and schedules are still in place as of today, although ridership was down significantly and the situation was continuing to change rapidly due to the coronavirus crisis.

**c. Federal & State Grant Status Reports**

**i. Wildfire Resiliency and Recovery Planning Grant**

John mentioned that the deadline was being extended at least three weeks given the current circumstances. It can be discussed more at a later date.

**ii. Other Grant Updates**

No other grants were discussed.

**d. Caltrans**

**i. Lake County Projects Update**

Saskia Rymer-Burnett noted that most Caltrans staff is currently working remotely, so the best contact method at this point is email. They are making every attempt to remain accessible.

**ii. Other Updates**

No other updates were provided.

**9. Information Packet – None**

**10. Public input on any item under the jurisdiction of this agency, but which is not otherwise on the above agenda - None**

**11. Next Proposed Meeting – April 16, 2020**

**12. Adjourn Meeting - Meeting adjourned at 11:05 a.m.**

Respectfully Submitted,

John Speka  
Lake APC Planning

## Transportation/Transit Acronyms February 2020

ADA	Americans with Disabilities Act of 1990
Allocation	<i>A distribution of funds by formula or agreement.</i>
Apportionment	<i>Distribution of federal funds (grants) by a statutory formula to the state for allocation to grant recipients.</i>
Appropriation	<i>An official action (e.g. passage of a law) to make funds available with specific limitations as to amount, purpose, and duration.</i>
AQ	Air Quality
AQMD	Air Quality Management District
ARRA	American Recovery & Reinvestment Act of 2009 – <i>old funding source no longer used but often referenced when referring to specific projects.</i>
APC	Area Planning Council
ATP	Active Transportation Program – <i>primarily bike and pedestrian projects.</i>
BTA	Bicycle Transportation Account
BUILD	Better Utilizing Investments to Leverage Development
CAATS	California Alliance for Advanced Transportation Systems
CalACT	California Association for Coordinated Transportation
CALCOG	California Association of Councils of Governments
CalEPA	California Environmental Protection Agency
CalOES	California Office of Emergency Services
CalSTA	California State Transportation Agency
Caltrans	California Department of Transportation
CARB	California Air Resources Board
CEQA	California Environmental Quality Act
CEC	California Energy Commission
CFMP	California Freight Mobility Plan
CFR	Code of Federal Regulations
CIB	California Interregional Blueprint
CMAQ	Congestion Mitigation and Air Quality Program
COG	Council of Governments
CON	Construction – <i>abbreviation for the phase of a project</i>
CPUC	California Public Utilities Commission
CSAC	California State Association of Counties
CTC	California Transportation Commission
CTP	California Transportation Plan
CTSA	Consolidated Transportation Service Agency
CWR	California Western Railroad
DOT	California Department of Transportation, <i>a.k.a. Caltrans</i>
EEM	Environmental, Enhancement & Mitigation
EIR	Environmental Impact Report
EFS	Engineered Feasibility Study
EV	Electric Vehicle
FAA	Federal Aviation Administration
FAS	Federal Aid System

FAST ACT	Fixing America's Surface Transportation Act – <i>federal funding program. Prior versions of this program were TEA, TEA-21, ISTEA, MAP-21, SAFETEA-LU</i>
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FSTIP	Federal Statewide Transportation Improvement Program
FTIP	Federal Transportation Improvement Program
GHG	Green House Gases
GUAMM	Greater Ukiah-Area Micro-Simulation Model
HIP	Highway Infrastructure Program
HSIP	Highway Safety Improvement Program
IIP	Interregional Improvement Program
INFRA	Infrastructure for Rebuilding American Grant Program
IRP	Inter-Regional Partnership
IRRS	Inter-Regional Roadway System
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
ITIP	Interregional Transportation Improvement Program
ITS	Intelligent Transportation Systems
JARC	Job Access and Reverse Commute Program
LC/CAPC	Lake County / City Area Planning Council
LCTOP	Low Carbon Transit Operations Program
LOS	Level of Service
LPP	Local Partnership Program
LRSP	Local Road Safety Plan
LTA	Lake Transit Authority
LTF	Local Transportation Fund
MAP 21	Moving Ahead for Progress in the 21 <sup>st</sup> Century – <i>old federal funding source.</i>
MCOG	Mendocino Council of Governments
MPO	Metropolitan Planning Organization – <i>regional planning entities for urbanized areas. Usually overseeing a population of 50,000 or more. RTPA's are the rural/smaller equivalent.</i>
MTA	Mendocino Transit Authority
MTC	Metropolitan Transportation Commission – <i>Bay Area MPO</i>
NCRA	North Coast Railroad Authority
NEMT	Non-Emergency Medical Transportation
NEPA	National Environmental Quality Act
NWP	Northwestern Pacific Railroad
OWP	Overall Work Program
OPR	California Governor's Office of Planning and Research
PA&ED	Project Approval and Environmental Document - <i>abbreviation for the phase of a project</i>
PCBR	Pacific Coast Bike Route
PID	Project Initiation Document – <i>second step in a planning project</i>
PMP	Pavement Management Program
PPM	STIP Planning, Programming & Monitoring Program

PS&E	Plans, Specifications, & Estimate - <i>abbreviation for the phase of a project</i>
PTA	Public Transportation Account
PTMISEA	Public Transportation Modernization, Improvement, and Service Enhancement Account
PUC	Public Utilities Commission / Public Utilities Code
PSR	Project Study Report – <i>first step in a planning project</i>
RMRA	Road Maintenance and Rehabilitation Account
ROW	Right of Way - <i>abbreviation for the phase of a project</i>
RPA	Rural Planning Assistance
RSTP	Regional Surface Transportation Program
RTIP	Regional Transportation Improvement Program – <i>document written for each STIP cycle (biannually) to explain how STIP funds will be used.</i>
RTP	Regional Transportation Plan
RTPA	Regional Transportation Planning Agency – <i>regional planning entities in areas with a population of less than 50,000. The smaller/rural equivalent of an MPO. Lake APC is a RTPA.</i>
SAFE	Service Authority for Freeway Emergencies
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users – <i>old federal funding source.</i>
SCO	State Controller’s Office
SGC	Strategic Growth Council
SGR	State of Good Repair
SHA	State Highway Account
SHOPP	State Highway Operation and Protection Program
SLPP	State - Local Partnership Program
SP&R	State Planning & Research – <i>federal funding program</i>
SSTAC	Social Services Transportation Advisory Council
STA	State Transit Assistance
STIP	State Transportation Improvement Program – <i>State funding program where funds are distributed biannually. Funds can be programmed for the following five fiscal years. RTIP must be prepared in each cycle explaining how the funds will be used.</i>
STP	Surface Transportation Program
TAC	Technical Advisory Committee
TAG	Technical Advisory Group
TAP	Transportation Alternatives Program
TDA	Transportation Development Act of 1971
TE	Transportation Enhancement Program
TEA-21	Transportation Equity Act for the 21st Century – <i>old federal funding source.</i>
TIGER	Transportation Investments Generating Economic Recovery
TIGGER	Transit Investments for Greenhouse Gas & Energy Reduction
TIRCP	Transit and Intercity Rail Capital Program
TPC	Transit Productivity Committee
TSM	Transportation System Management
USDOT	United States Department of Transportation

VMT	Vehicles Miles Traveled
WCIRP	Wine Country Inter-Regional Partnership
ZEB	Zero Emissions Bus
ZEV	Zero Emissions Vehicle